Hanne

Otay Mesa Detention Facility

Detainee
Admission and Orientation
Handbook

Revised: September 2025

(English Version)

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ADMISSION AND ORIENTATION

INTRODUCTION AND MISSION

The Otay Mesa Detention Center, (OMDC), San Diego, CA. is a medium-maximum security facility operated by CoreCivic. The facility provides a safe and secure environment for ICE Detainees and U.S. Marshal, (USM), Detainees.

This admission and orientation handbook will provide specific rules and regulations which all detainees will be expected to follow and comply. It also provides general information about the operational aspects of the facility. Detainees will be held accountable for their conduct while housed at this facility therefore it is the detainee's responsibility to become familiar with the contents of this handbook.

The mission of the OMDC is to provide a facility that is safe, clean, and sanitary for detainees awaiting processing of their administrative hearing.

FACILITY STRUCTURE

Warden
Assistant Wardens
Chief of Security
Chief of Unit Management
Assistant Chief of Security
Shift Supervisor / Unit Manager
Assistant Shift Supervisor
Case Manager
Senior Detention Officer/Correctional Counselor
Detention Officer

SMOKE FREE ENVIRONMENT

This is a smoke free facility. Cigarettes and tobacco products are prohibited.

GENERAL HOUSING POD

General housing pods include detainee sleeping areas and day rooms. Day rooms are a multifunctional area in which the following activities occur: law library, television viewing, telephone access and indoor/outdoor recreation area.

RESTRICTED / SEGREGATION HOUSING POD

Restricted / Segregation housing pod consists of detainees who threaten the physical safety of other detainees, staff or the orderly operations, who pose the risk of escape, and / or have requested protective custody, and must be separated from the general population.

LEGAL FILE

An Immigration legal record commonly called an "A" file is maintained by Immigration and Customs Enforcement for each individual. This "A" file contains your legal transaction and documentation pertaining to your case; including but not limited to identification cards, photos, passports and immigration history.

DETENTION FILE

A detention record is maintained for each individual. This detention record shall include no less than the following:

1. Facility Disciplinary Action
2. Behavior Reports
3. Funds, Valuables and Property Receipts
4. Detainee's Written Request, Complaints and Issues
5. Immigration Responses to the aforementioned
6. Segregation /Restrictive Housing Records

HOUSING POD STAFF

All housing pods have Unit Management staff assigned to address legitimate detainee issues. Detention officers assigned to housing pods are responsible for your safety, security and sanitation of the pod, as well as enforcement of rules and regulations.

STAFF COMMUNICATIONS

Communication is encouraged. If you approach staff with a legitimate concern, they are expected to be responsive and, if unable to provide an answer, they should provide proper direction to address your issue. Bulletin boards in the pods provide additional information. You are encouraged to read the bulletin boards daily. Activity schedules are posted with their times on the boards, such as, recreation, barber shop, program services.

ICE COMMUNICATIONS

Communication with ICE Officials can be made through the ICE Detainee request (IDR) Forms located in each housing unit. The forms should be deposited in the ICE Drop Box located in the corresponding housing unit, to include the medical units and the segregation units. ICE Detainee Request will be responded to within 3 business days of receipt. The preferable method of Communications with ICE Officials is through the Talton Tablet Communication System. To facilitate communication via Talton detainees can use the tablets located in each unit. ICE Officials perform weekly rounds and daily unannounced visits. You may speak to these officers during their rounds.

ICE requests forms should address a specific issue or concern. Requests are collected, so that ICE Officials can provide you a written response in a timely manner.

- Contact Information for ICE/ERO Field Office 619 661-3823
- ICE scheduled hours and days: Monday through -Friday between 8-4PM

Note: Identity documents, such as passports, birth certificates, etc., in a detainee's possession are contraband and may be used by ICE/ERO as evidence against the detainee or for other purposes authorized by law.

INTERPRETER SERVICES

Detainees requiring interpreter services for essential communication should contact Unit Management staff.

DETAINEE NOTICES

Detainee notices are displayed in the pods /tablets to keep you informed of new changes or upcoming events in the facility. It is recommended that you read them daily.

DETAINEE RIGHTS

Detainees shall have the following rights:

- The right to protection from personal abuse, corporal punishment, unnecessary or excessive use of force, personal injury, disease, property damage, and harassment;
- The right of freedom from discrimination based on race, religion, national origin, sex, sexual orientation, handicap, or political beliefs;
- The right to pursue a grievance in accordance with procedures provided in the Handbook without fear of retaliation;
- The right to pursue a grievance in accordance with the Grievance System Detention Standard and procedures provided in the handbook.
- The right to correspond with persons or organizations, consistent with safety, security, and the orderly operation of the facility; and
- The right to due process, including the prompt resolution of a disciplinary matter.

USMS Detainees who wish to register to vote need to sign up on the Voter Registration list posted in the housing unit. Your unit team / program staff can assist you in get the voter registration card and properly filling it out without errors. See your unit posting for Important dates flyers and / or posters.

MEALS

Meals are served three (3) times a day approximately 5:00 a.m., 11:00 a.m., and 4:00 p.m. Your identification badge will be scanned prior to receiving your tray. During meal service, detainees must be in a complete uniform to include shirt, t-shirt, pants, socks and shoes..

The facility menu is free of all pork and pork by-products.

Special diets, for medical or religious reasons, are provided by food service with prior written approval. Medical diets must be approved by the Health Services. Religious diets are approved by the Chaplain. **If you are on a special diet, you must take the tray offered, if not, it will be considered a REFUSAL of your meal.**

In House Feeding Procedures

Reason for Procedure: To establish guidelines for safety, sanitation control and accountability of trays in the housing units is being followed.

- Each housing unit will have assigned food porters. The food porters are required to be cleared by medical and be trained. The porters must wear face mask, gloves, hairnets, and beard nets while on duty.
- All barbershops will close at 1000 hours and the multipurpose room will be cleaned and set up for the food trays. The barbershop will reopen after all of the food trays have be removed from the housing unit.
- If the unit does not have a multipurpose room a table will be set up in the front of the unit next to the officer's podium. The unit's barbershop will be closed and all feeding procedure will be followed.
- The gaming systems and Lexus Nexus will not be utilize until feeding is completed.
- Upon notification, the unit officer will inform detainees to prepare for meal services. All detainees must have their ID with them to receive a tray. Detainees that are going to eat will need to form a signal line outside of the multipurpose room to receive their tray. If there is no multipurpose room the detainees will form a line on the right side of the table
- The detainees may eat in the dayroom or their cell.
- Only one (1) tray per detainee. Detainees are not allowed to pick a tray up for any other detainee.
- 20 minutes after the last detainee receiving their trays, the unit officer and the food porters will collect all trays. Staff will conduct a safety check so that no hard tray or Styrofoam tray is left in any cell or day room.
- Detainees that are in medical or legal visitation will eat in those areas.
- At no time will trays be held for detainees that are not in the Unit.

ALL TRAYS will be collected at the same time. Trays will not be saved to be consumed at a later time.

DETAINEE DINING HALL PROCEDURES

The purpose of this procedure is to establish guidelines and identify roles and responsibilities for Detainee Dining Hall procedures.

- The Pod Officer will announce the preparation for meals, a minimum of 5 minutes prior to releasing the detainees. All detainees are required to be prepared for meal call and not be asleep, on the telephone, in the shower, etc. *Any detainee not prepared for meal service will NOT be given a food tray.* Detainees are to be properly dressed in full uniform, with Top & T- Shirt tucked in and your issued Identification Badge displayed on your shirt. No shower shoes are allowed in the chow hall. Sweatshirts are allowed under the uniform shirt

- After the pod officer clears the pod for chow, no detainees will be allowed to leave the housing unit to go to chow. No straggling.

- Noise in the hallways and dining hall will be kept to a minimum. No loud talking. Detainees will walk in a single file line to and from the Dining Halls (Standard procedure for all movement throughout the Facility)

- All detainees will be required to go through the line to include those assisting detainees with physical disabilities that prevent them from caring a food tray to the table.

- Detainees who are designated as table cleaners, will be at the head of the line. Upon completing their meal, will be authorized to place their tray in the scullery window and begin cleaning tables and floor as required.

- Each detainee will receive one tray of food and one cup of beverage through the tray slot (Lunch and Dinner). Breakfast, one tray of food and one cup of beverage and one cup of coffee,.

- Each detainee is responsible for clearing their table and placing waste in trashcans at the end of the meal.

- **Detainees will be seated at the direction of staff; filling one row at a time.** Once the row is completely filled, the staff member will move to the next row, allowing that row to be filled. Once seated, detainees will not get up until directed by a staff member. Detainees will not roam throughout the dining hall.

- Co-mingling with detainees from other pods is prohibited.

- Detainees will receive twenty minutes to eat their meal and will remain seated until instructed to take their trays to the tray return area/window. Upon completion follow the directives of staff. DO NOT crowd the doorways while awaiting your return to your living area.

- All kitchen utensils must be turned in at the completion of the meal. Unauthorized disposal of kitchen utensils or tableware will result in disciplinary action. No food is permitted to be removed from the chow hall for any reason.

- Pat down searches will be conducted on Detainees as they exit the dining hall, and when failure to clear a metal detector, or during any movement to and from their housing Units.

- Detainees are allowed to bring with them condiments/spices purchased from the facility commissary and in their original containers.

- All detainees will return to their assigned housing units following assigned meal times, to resume programing.

- The detainee ID card must be worn at all times and be attached to the uniform shirt pocket fully visible, failure to comply will result in a meal refusal. A detainee can receive only one food tray. Holding a tray for another detainee is not allowed.

- Once seated there is no movement between tables with other detainees.

- ***No food will be taken from the dining hall***

Conducting the meal procedures in this manner will allow the meal to be completed in a more expedient time, allowing for recreation, library and other program activities to be conducted in accordance with the establish building schedule.

Some areas within the facility will be served in the respective housing area (examples, Restrictive Housing, Medical etc.)

BASIC DETAINEE RESPONSIBILITIES

It is the policy of this facility to treat detainees with dignity and respect while maintaining a safe and secure environment. **It is expected that staff will receive your full cooperation while you are in this facility:**

1. Obey all safety, security and sanitation rules, policies and procedures.

2. Obey all orders as given by staff members.
3. Respect staff and other detainees at all times.
4. Respect facility property and property of others.
5. Keep yourself, your clothing and living area clean at all times.
6. Detainees do not have authority to supervise other detainees.
7. Detainees do not have control over other detainees at any time for any reason.

PERSONAL PROPERTY

Upon arrival, personal property will be inventoried and stored pending release or transfer from this facility. All U.S. currency will be receipted and placed in the detainee trust account for commissary purchases, etc.

Identity documents, such as passports, birth certificates, etc., will be inventoried, and then given to a deportation officer for placement in you A-file. Upon request ICE/ERO (Enforcement Removal Operations) will provide certified copies of identity documents.

See your unit bulletin board for allowable personal property list.

The following items may be retained by the detainee:

> *Legal documents, up to 10 family pictures (5x7 maximum size), prescription glasses, dentures, list of addresses, religious books/artifacts approved by the Chaplain and Chief of Security, and personal hygiene and commissary items which are unopened and sold in CORECIVIC's commissary. (Refer to the last page for a complete listing)*

It is important that you retain these receipts to claim your property, funds and valuables, when you are released.

In the event that your property is Lost / Stolen / Damaged see your Unit Management staff for the proper form to fill out. All claims must be submitted within (7) seven calendar days of the incident.

Once in discharge area you will present your receipts to the Discharge Officer who will issue receipt items. Any missing or damage items must be reported to the Receiving and Discharge Sgt. Who will then issue a Lost/Stolen/Damage Property Claim for investigation. All property claims must be initiated before leaving the facility and have a forwarding address.

FACILITY ISSUED ITEMS

The following clothing, bedding and personal hygiene items will be considered the general standard issue for all detainees:

ICE

3 Shirts	3 Pants	5 Underwear	5 Socks
5 Bras	5 Undershirts	1 Pair of Shoes	1 Pair of Shower Shoes
2 Towels	2 Washcloths	2 Blankets	1 Pillowcase
2 Sheets	1 Pillow	1 Laundry loop	1-Property storage bag

(1) classification colored sweatshirt

USM

3 Shirts	3 Pants	7 Underwear	7 Socks
7 Bras	7 Undershirts	1 Pair of Shoes	1 Pair of Shower Shoes
2 Towels	2 Washcloths	2 Blankets	1 Pillowcase
2 Sheets	1 Pillow	1 Laundry loop	1-Property storage bag

(1) wind jacket

. Mattress will be provided to the detainee in the housing unit.

Upon leaving the facility you will need to return your standard clothing issue, pillow, laundry loop and personal property storage bag.

The detainees' trust account will be charged for any item(s) that are damaged or not returned.

Clothing and bedding items that are or become unserviceable notify your Case Manager / Unit Manager through a clothing request for replacement items.

Hygiene: Personal hygiene items will be available to all detainees. The personal hygiene is on a cart available to the detainee population at all times. Disposable razors will be distributed and collected daily. Detainees attending court will be afforded the opportunity to shave before reporting to court.
Items will be replaced on the hygiene cart as needed.

Personal hygiene items initially issued to all detainees upon arrival:

1 bar of bath soap or equivalent	1 comb	1 tube of toothpaste
1 toothbrush	1 bottle of shampoo or equivalent	1 container of skin lotion

Detainees are prohibited from marking or engraving on these items. Mattresses will not be rolled up. Mattresses and pillows are to remain in the cell/dorm where assigned. Detainees will be charged approximately $82.09 for the replacement of damaged mattresses. Beds will be made at all times when not physically occupied. **Any altering of these items will result in disciplinary action as it pertains to the destruction of CORECIVIC property. All items will be returned upon your departure. You will be assessed the monetary value of each item that is not returned.** Detainees will not hoard any general standard issue item, doing so, will result in disciplinary action. **Note:** General housekeeping and sanitation of your living space and general area are NOT on a VOLUNTARY BASIS. They are expected, as a mandatory basic sanitation and healthy living standard to be clean at all times.

PROGRAM INFORMATION

Unit Management: Detainees will be assigned a Unit Manager, Case Manager, and Correctional Counselor to direct their programs. Unit management staff are available seven days a week.

Psychological Services: Psychologists are available as referred by medical staff.

Religious Services: All detainees shall have access to religious resources, services, instruction and counseling on a voluntary basis. All detainees shall be extended the greatest amount of freedom and opportunity for pursuing any legitimate religious belief or practice within the constraints of security and safety consideration. Announcements regarding such services will be posted on pod bulletin boards.

Drug Surveillance: This facility operates a drug surveillance program that includes suspect and random testing. Refusal to provide a urine sample will result in disciplinary action.

Alcohol Detection: Alcohol surveillance is in effect at this facility. Random testing of detainees is done on a regular basis. Any detainee suspected of alcohol use will be tested immediately. A positive test or refusal to submit to a test will result in disciplinary action.

A.A. and N.A. Groups /Study: A.A. and N.A. groups are offered by volunteers when available.
Individual programs are available such as Mapping Your Steps. See your unit team, or submit a request for assistance if you are interested participating.

Pod Based Programs: Pod programs are offered in all housing units if there are a sufficient number of detainees in each unit signing up for the program. There has to be a sufficient number of detainees that take the program for the program to be offered, upon completion of the program a certificate will be offered. Registrations forms are available from your assigned Case Manager or Counselor.

- HiSET (GED) program is offered for the USM population, see your Case Manager or Unit Manager for details

Detainee Volunteer Work Program: Detainees may volunteer to be part of the work program. Wages are at a minimum of $1.00 per day and you will be paid daily. You will not be permitted to work in excess of eight (8) hours daily, or forty (40) hours weekly. Participants must be medically cleared and will be required to sign a Voluntary Work Program Contract and Safety Regulations. See your pod team if interested in participating in the program. Food Service workers and some other jobs outside the housing unit will be paid at a higher rate, $1.50 per day.

General Job descriptions:

1. Specific job descriptions are established for all job assignments.
2. The Unit Manager will maintain a copy of these job descriptions.
3. Detainees may be terminated for unacceptable performance, conduct or absenteeism.
4. Detainees interested in working need to submit a request form and will be selected on a first come, first serve basis, but only if qualified for the position.
5. Detainees must have a medical clearance for all jobs.
6. It is mandatory that safety procedures and training be conducted before a detainee is allowed to operate any type of machinery or use chemicals for cleaning.

Pay periods:

1. The Unit Manager will prepare a roster for working detainees. You must sign it daily, at the end of the working day or once the work is completed, to be paid for that day.
2. In order for payment, your signature along with a signature from staff is needed confirming supervision of your work
3. Rosters are forwarded to the Unit Manager, and to the business office daily.

SECURITY INFORMATION

Official counts: In order to maintain proper accountability of detainees at this facility, official counts are conducted daily. Count times are 0000, 0200, 0400, 0800, **Face to Photo /Stand-up at 1530,** and 2200. It is your responsibility to be ready for count. 15 minutes prior to count the officer will announce "stand by for count" in order to give you enough time for you to get out of the shower, utilize the microwave and pick up any belongings in the dayroom area. During this time you must comply with the following:

1. Return to your assigned cell and secure your cell door or return to your dorm room and stand by your bed.
2. The officer will ensure that you are present by conducting a face to photo/ stand up count, or a regular count by verifying your presence. These counts are conducted daily; however the stand up and face to photo are done at a minimum of twice a day. No towels, sheets, clothing etc. will be allowed to hang from your bunks, as it hinders the officers' view. Nothing is allowed to cover the window, TO INCLUDE WHEN USING THE RESTROOM.
3. Stand-up / Face to Photo count requires your presence at the door so staff can verify all occupants. You will face the cell door window so that the officers: First officer and the verifying officer can count you.
4. Your cell light must be turned on and remain on from the start of count until count has cleared. This applies to the 0800. 1530, & 2200 hour counts.
5. Remain in your cell or dorm room until the officer has announced **"count is cleared".**

Note: Count is very important to the security of the institution. Should you delay or disrupt the count, you will be subject to disciplinary action. Staff have been trained to count living breathing flesh; therefore, to avoid disruptions to your sleep, ensure that you expose some portion of your body during count. **Delaying or interfering with a count is a serious offense and will result in corrective action**.

Movement:

1. Detainees must proceed directly from one location to another, in a quiet and orderly fashion walking on the right side of the hallway in a single file line.
2. ID card must be visible and clipped to your shirt pocket or left chest area at all times.
3. Detainees must be dressed appropriately with the shirt tucked in.
4. Loitering is prohibited and will result in discipline sanctions.
5. Detainees will not communicate with each other.
6. Random searches of detainee will be conducted either by pat/frisk, stationary or handheld metal detectors during movement throughout the corridor. Where reasonable suspicion exist, searches will conducted in accordance with the USM or ICE procedures.
7. **Interfering with other housing units you are not assigned to, either by knocking on windows, pressing call buttons, and trying to gain entrance thought the door is prohibited and will be dealt with through the disciplinary process.**

Inspections of persons and property: You are subject to a search upon admission into the facility and when there is reasonable cause to believe you may have contraband concealed on your person or in your cell/dorm. Searches are routine requirements upon entering the facility and upon completing a visit. For USM detainees, a visual strip search will occur after any contact visit, including attorney visits. For ICE detainees, a frisk search will be conducted after any contact visit with attorney visits.

If a contact visit (non-legal) is authorized for a detainee, a thorough pat down search will be conducted, prior to entering the visiting room. Upon completion of the visit, a visual strip search will be conducted.

Staff will conduct routine unscheduled searches of the facility, detainees and property, as deemed necessary.

Reasonable suspicion is determined under the totality of the circumstances. There is no simple, exact, or mathematical formula for reasonable suspicion. It may be based on one, or a combination of, the following factors:

- Observation of unusual, surreptitious, or suspicious appearance or behavior;
- Evasive or inconsistent responses to questions by law enforcement officers;
- Discovery of a weapon or other contraband during a pat search, metal detector scan, or other non-intrusive search;
- The detainee's criminal history, particularly prior felony or misdemeanor for convictions of crimes involving violence, weapons, contraband, or illegal substances. Ordinarily, convictions for minor or non-violent offenses should not be the only basis for reasonable suspicion;
- Whether the detainee was detained concurrently with an arrest for a crime of violence; or whether the detainee was arrested in possession of a weapon, or in possession of contraband such as illegal drugs;
- Information from law enforcement databases or from other reliable sources suggesting that the detainee has affiliations with terrorist organizations, criminal gangs, or organized crime;
- The detainee's history during confinement, particularly of violence, or of possession of contraband.
- The lack of identity documents, or the possession of multiple or fraudulent identity documents, making it difficult to verify the detainee's criminal or institutional confinement history.

Evacuation drills: Per local, state and federal laws, the facility is required to perform at least one (1) practice evacuation drill per month, per shift, for every department of the facility. These drills are not designed to inconvenience you, but rather to insure that you know where the exits are located in case of an actual danger, such as a fire, gas leak or other dangers. Fire exit diagrams are posted throughout all buildings, and are not to be tampered with. Failure to participate will result in disciplinary action.

Access to telephone: Telephones are provided for detainees in the housing pod dayroom. Dayroom telephones are subject to monitoring. For access to a Telecommunications Device for the Deaf (TDD) / Purple System, contact the Unit Manager or Case Manager, or Correctional Counselor. The Shift Supervisor should be notified if any of the pod staff are not available.

PROCEDURES FOR TELEPHONE USE INCLUDE

1. The telephones are available daily (0500-2200), unless count is in progress or as otherwise directed (i.e. meal times, during lockdowns, etc.). Unit Management staff may place limitations of the number of telephone calls and or the time duration per call during high volume usage.
2. In case of an emergency, such as illness or death in your family, the Correctional Counselor, Case Manager or Unit Manager can assist you in making telephone calls when access to telephones would not normally be available.
3. Telephone calls to attorneys are not considered to be emergencies.
4. Business telephone: OMDC telephones are to be used for "official business only." You are permitted to receive messages for emergencies only.
5. Detainees who qualify for indigent status should see their Unit Manager, Case Manager or Correctional Counselor for assistance in making a telephone call. Qualifications for indigent status is less than $15.00 for a period of 10 days for ICE detainees . Qualifications for USM detainees is $3.00 for a period of 30 day. USM detainee will utilize form 16-03A may request (1) call every 30 days.
6. ICE detainee will utilize form 16-100A. return emergency call,/as needed basis.
7. Direct/Free Access Numbers – Pro-Bono Legal Service Providers and Immigration Courts/Board of Immigration Appeal numbers are posted in each housing pod. Consulate telephone numbers are available in the Unit Managers office and the detention officer's podium.

8. In order to make an unmonitored telephone call to Office of the Inspector General, OIG / CRCL, a court, a legal representative or for the purpose of obtaining legal representation, detainee must make their request in writing and submit to the Unit Management staff.
9. Detainees will not circumvent the telephone system by call forwarding, three-way calls or any other method that inhibit the phone systems ability to notify the outside party as to the origin of the call. Failure to comply with this directive may result in the involved number being blocked from receiving calls from this facility.
10. Requests for translation and interpretation services shall be provided as needed when requested. See your Unit Management staff for assistance.

TELEPHONE INSTRUCTIONS (Attention: All Detainees)

1) On your arrival you will be given a pin number and allowed to make a free 3 minute call. This needs to be done within 24 hours upon arrival. On your first phone call, you will be prompted to record your full name and the location of the facility (Otay Mesa Detention Center ICE). You will be required to repeat your name and facility at the start of every phone call, so please remember and repeat it exactly the same each time.
2) The following are ways to deposit funds into your phone account:
   a) Family and friends can deposit via phone at (866) 348-6231.
   b) Family and Friends can deposit via the internet at: **www.Talton.net**
   **Rates are posted in the housing pods*
   c) Funds may also be transfer from your trust account to phone time on your weekly commissary purchase
3) **3-way calls, conference calls, third party billing, and call forwarding are strictly prohibited and will be blocked! A fee will be assessed if you wish to unblock a number.**
4) Voice Mail-Each detainee has a personal voice mailbox accessible by entering the PIN number
   - When a purchase is made on behalf of detainee's phone account, the detainee will receive notification by an automated voice mail message.
   - Customer sends pre-recorded messages to detainees in response to an issue reported via 211#
   - Friends and family can also leave detainees a 3-minute voice mail message for a small fee by calling 888-516-0115
5) To report problems with the phones to a Talton Communications representative, enter your pin and press **211#** and follow the following prompts:
   - Press one (1) for dropped calls
   - Press two (2) for other general phone issues
   - Press three (3) to report a voice verification error
   - A reset will be done as long as:
     - You have not completed a call using general funds in the last 72 hours.
     - The name, facility and voice match the original recording.
     - **You will be sent a voice mail, usually within 24 hours of addressing your problem.**
6) Do not tamper with or cause damage to telephone equipment.
7) Do not try to contact a victim or alleged victim of another detainee on his/her behalf.
8) Do not place calls for another detainee. **Do not allow another detainee to use your PIN.** Report all telephones not working properly to an officer.
9) Calls to clergy are recorded.
10) Released detainees with a prepaid phone balance may contact Talton Communications, Inc. at **1-866-348-6231** (Domestic) or **541-889-8900** (International) to receive a prepaid calling card equal in value to the remaining balance of the detainee's prepaid account. Instructions will be provided upon release.
11) 911 services are not allowed and do not work using the telephone equipment.
12) It is prohibited for you or a third party to place or transfer funds into another detainee's phone Account.

Tablet Instructions

Tablet are available for use during waking hours 0500-2200 daily excluding count times and or facility emergencies. There are multiple profiles within the tablet. Free platform provides you access to grievance forms, Request for Assistance, PREA video, Lexis Nexus, Religious Sites, Detainee Handbook, Talton Account Information and ICE Detainee requests forms. There are other features for use that are in the paid platform sites.

Tablet independent /self- study program are available on the tablet. Programs are rotated frequently in order to provide a variety for the detainee population. Program completion transcript can be provided upon request. Submit a requests for assistance to your Case Manager / Unit Manager for a transcript printout. Certificates **are not** provided, the transcript can be presented to the courts.

Refer to the tablet for further information and or your unit posting.

Tablets are prohibited in cells and recreation yards of general populations housing units. Violation of post rules will be through discipline procedures, which will result in tablet suspension for written infraction as deemed appropriate by the DHO / UDC.

Replacement of damaged tablet due to misuse will be assessed by Talton, and cost recovery will be initiated, replacement cost is approximately $600.00.
Tablets are to returned to the officer when not in use.

MEDICAL INFORMATION

Access to medical, dental and mental health care is available to all detainees. Detainees should access health care via regularly scheduled sick call. Health care staff are available seven (7) days a week, twenty-four (24) hours a day, in the event of an emergency. All detainees will receive a medical exam within the first fourteen days. The Health Services Administrator at this facility has overall responsibility for health care services, and the Clinical Director has overall responsibility for medical clinical care.

Sick Call: Sick Call Face to Face Encounter form need to be completed and submitted to the medical box located in the unit. Medical will collect it once daily. The officer can assist you if you have trouble reading or writing. A registered nurse will review your request and you will be scheduled for an appointment if necessary.

Restricted/Segregation: Detainees in restrictive / segregation may also request medical, dental, or mental health attention by contacting the pod officer and informing them of their desire to see medical staff during sick call. Sick call can also be requested during the medical rounds conducted in all pods on a daily basis.

Medication: Some prescribed medications will be delivered to you to be kept in your possession. Other prescribed medications will be administered to you on a dose-by-dose basis during daily *pill lines*. If your medication is delivered on the *pill line*, you must swallow all the medication in the presence of the nurse. Medical staff are forbidden to give "over the counter" medications during *pill line* if they have not been prescribed. Only *Pill Line* issues will be discussed during *Pill Line* sessions.

Keep On Person (KOP): "Medication Refill can be requested on a sick call form" that are available in the housing pods, and must be submitted to the medical correspondence box located in the housing pods or next to pill-line. You may request refills of medications that have already been prescribed by a provider at this facility if refills remain on that prescription. Medication that has a proscription label altered or removed is subject to confiscation. Medications that have been mixed with other medications are subject to confiscation. Possession of someone else's medication are subject to confiscation. Medications with expired prescription labels are subject to confiscation. No medications will be dispensed from the pharmacy WITHOUT a current prescription. You may request refills within **5** days prior to running out of the medication. You can tell the pill line nurse or submit a sick call request for medication refill. All prescription medication must be stored in its original container with its original label. **Do not mix your medications together or they will be confiscated. ** Detainees are required to bring all prescribed medications to medical appointments.**

USM Detainee medication compliance checks will be conducted monthly. Failure to participate in medication compliance checks will/can result in the removal from the KOP program and medications will be issued through the pill line.

Medical Records: You may request a copy of your medical record at any time during or after your stay by completing and submitting a Request for Assistance in your unit and submitting it to medical. Medical will have you complete an Authorization for Release of Protected Health Information form 13-74B. Electronic copies are at no cost, hard copies for

UMS detainees are 15 cents a page, for ICE detainees there is no cost per page. Mailing postage associated with medical records are at the cost of the detainee, through the Package Authorization form.

Living Will: In accordance with state and national standards, a "Living Will" form is available to any detainee wishing to complete this form. Make the request known by filling out a "Request for Assistance" form and submit to Medical or request this form at any visit to the medical clinic.

Women's Health Services: The following services are available and may be requested at any time through the sick call process. Medications and/or diagnostic testing will be ordered as the medical provider deems appropriate.

- STD Testing
- Family Planning Services
- Biennial mammograms and/or clinical breast exams
- Biennial pelvic exams and/or PAP testing

Crisis Intervention Services: Mental Health Services are available on-site through the sick call system, as well as seven (7) days a week, (24) twenty-four hours a day in the event of an emergency.

Community crisis intervention and counseling services are also available as follows:

National Suicide Prevention Lifeline
1-800-273-8255 (TALK)
Español 1-888-628-9454

National Sexual Assault Hotline
RAINN- Rape, Abuse, and Incest National Network
1-800-656-4673 (HOPE)

Center for Community Solutions
460 North Magnolia
EL Cajon, CA 92020
CCS is a Mandatory reporter for sexual abuse/PREA

Program for Torture Victims
3550 Wilshire Blvd. Suite #1906 (19th Floor)
Los Angeles, CA 90010
213-384-4788
Fax: 213-465-4843
Email: Info @ptvla.org

LGBT National Help Center Hotline
1-888-843-4564
San Diego LGBT Community Center
3909 Centre Street
San Diego, CA 92103

Medical Special Needs: Medical Special Needs will expire upon the date indicated by the provider. When medical treatment is complete, any special adaptive devices must be returned to the medical department. You must maintain a copy to show proof to staff while in possession of a special adaptive devise.

MEDICAL GRIEVANCES:

- **ICE Detainees:** Formal written grievances regarding medical care shall follow the same procedures per section "ICE Grievance Information" above, and shall be submitted directly to medical personnel designated to receive and respond to medical grievances at the facility. **At this facility, this grievances are deposited into the green drop box labelled "Medical Box" located in the dayroom in your housing unit. Medical Staff will collect this box on daily basis.**

- **USM Detainees:** Medical grievances for USMS Detainees will being submit and process following the same procedures as section "USMS Grievance Information".

UNDERSTANDING DIABETES

What Is Diabetes?

Diabetes is a medical condition that occurs when your body can't use sugar (glucose) in the right way. The sugar stays in your bloodstream, which is not good.

Your body produces insulin, which is made by the pancreas. This insulin helps your body use glucose to give you energy. If you have diabetes, there is a problem with this.

What are the 3 Types of Diabetes?

Type 1 Diabetes (Juvenile Diabetes or Insulin Dependent Diabetes) – Only 5-10% of diabetics have Type 1 Diabetes. People with this kind of diabetes have little or no insulin in their body and most must take insulin injection shots. **Type 2 Diabetes** (Non-Insulin Dependent Diabetes) – most people (90-95%) who have diabetes have Type 2 Diabetes. It is more common in people who are overweight and who are over 40 years of age. Women get this type of diabetes more often than men. It is also more common in those whose family members have diabetes. It is usually easier for your doctor to treat Type 2 diabetes than Type 1 Diabetes.

Gestational Diabetes – This type of diabetes happens in women who are pregnant. This is a temporary form of diabetes, but women who have it are more likely to get Type 2 Diabetes when they are older.

Using Medicine Safely

When you are sick, medicines can help you get better. But medications can hurt you if you don't take them according to your doctor's instructions. Before taking any medicine, read and follow the directions on the label! There are two kinds of medicine: 1) **Over-the-Counter Medicine (also known as OTC)** and **2) Prescription Medicine. Over-the-Counter Medicine** is the kind you normally buy in a pharmacy without a doctor's prescription. **Prescription Medicine** requires a doctor's prescription. Your doctor can help you learn how to take medicine safely. Medicine labels may be hard to read. Make sure you ask your doctor questions. Don't take more medicine than your doctor tells you to and don't take medication that someone else offers you. If the medication your doctor prescribes to you doesn't help, put in a **Sick Call Request** to talk with your doctor again. If a pharmacist is at your site, he/she may be available to answer questions about your medication(s).

High Blood Pressure

You can have high blood pressure, or hypertension, and still feel just fine. That's because high blood pressure does not always cause signs of illness that you can see or feel. But high blood pressure, sometimes called "the silent killer," is a major health problem. If high blood pressure isn't controlled with lifestyle changes and medicine, it can lead to stroke, heart disease, eye problems, or kidney failure.

What is Blood Pressure?

Blood pressure is the force of blood pushing against the walls of arteries. When the doctor measures your blood pressure, the results are given in two numbers: systolic and diastolic. A "normal" reading is a systolic pressure of less than 120 and a diastolic pressure of less than 80.

DENTAL INFORMATION

Sick Call

The Otay Mesa Detention Center dental clinic is established primarily for EMERGENCY dental treatment such as:

- severe tooth pain
- acute infection
- swelling
- trauma to teeth

To receive EMERGENCY DENTAL TREATMENT, sign up for sick call and explain your pain to the daily sick call provider. An appropriate referral and appointment will be made based on the information you provide.

USM detainee in *continuous custody for more than one year* may be eligible for:

- cleanings
- fillings

These services are not offered to those in custody for less than one year. Dentures are not made or repaired. There are no crowns, bridges, root canals, braces, night-guards, teeth whitening, implants, TMJ or other oral surgery services provided to detainees.

ICE detainee in *continuous custody for more than 6 months* year may be eligible for:

- cleanings

- fillings

These services are not offered to those in custody for less than 6 months. Dentures are not made or repaired. There are no crowns, bridges, braces, night-guards, teeth whitening, implants, TMJ or other oral surgery services provided to detainees.

Reasonable Accommodations

Detainees may submit a formal or informal (i.e. verbal or written) request for accommodations or assistance to Medical. Written requests will be submitted on a facility Detainee Request Form, and forwarded through the facility mail system. Please see your detainee bulletin board in your housing unit for more information.

Requests will be reviewed by the Medical Disability Compliance Manger for approval if it is denied then it is referred to a multidisciplinary team for further consideration. However, in certain cases, the facility administrator or his or her designee shall automatically convene a multidisciplinary team.

Requests or referrals that require an evaluation by a multidisciplinary team include (1) detainees with mobility impairments; (2) detainees with communication impairments; (3) detainees whose initial requests for accommodations or assistance have been denied; (4) detainees who have filed grievances about the accommodation of their disabilities or impairments; (5) detainees whose requests are complex or best addressed by staff from more than one discipline (e.g., security, programming, medical, or mental health, etc.); and (6) detainees whose cases are otherwise determined by facility staff to be appropriate for referral to the multidisciplinary team.

Effective Communication

Throughout the facility's programs and activities, including at all stages of the reasonable accommodation process, the facility will take appropriate steps to allow for effective communication with detainees with disabilities to afford them an equal opportunity to participate in, and enjoy the benefits of, the facility's programs and activities.

Steps to ensure effective communication may include the provision and use of auxiliary aids or services for detainees with vision, hearing, sensory, speech, and manual impairments, as needed.

The type of auxiliary aid or service necessary to ensure effective communication will vary in accordance with the method of communication used by the individual detainee, the nature, length, and complexity of the communication involved, and the context in which the communication is taking place.

In determining what types of auxiliary aids or services are necessary, the facility shall give primary consideration to the request of the detainee with a disability.

SERVICE INFORMATION

Barbering service: Detainees may receive haircuts once a month. There is no charge for this service. No special cuts are allowed that would pose a security issue or concern. Sign-up sheets are available in the housing pod for barber services. Ordinarily, detainees may wear any hair style, nothing extreme, examples are mohawks, line designs, shaved portions. Ordinarily, facial hair may be grown without restriction.

USMS detainees scheduled for court can receive a haircut within 72 hours of their court appearance.

Recreational activities: Dayroom hours for recreation activities are available during waking hours, excluding emergencies, counts and meals. You are encouraged to participate in the leisure and recreational activities that are available daily within the dayroom and the outdoor recreation yard. Dayroom activities include numerous table games, i.e. dominoes, board games, sedentary activities, and television viewing. Recreational items in need of repair/or replacement will not be issued for use, but will be repaired/replaced as soon as possible. Notify unit staff for exchange of games. Games are exchanged one for one. Games/activity, contests and tournaments are scheduled periodically. Recreational items are used by all and are not to be stored within the detainee cell or dorm room. Leisure reading books will be located in the main library, available for check out.

Detainees must have ID when coming to Gym. Detainees may wear sweats and shorts to and from Gym. Clothing must be serviceable and appropriate. Torn and altered clothes may not be worn.

Detention or recreational staff shall issue all portable equipment items and check each item for damage upon its return.

All cells and dorm rooms will be cleaned, beds made before going out to the recreation yard and dayrooms.

Housing Unit Portable Chairs: All chairs will be labeled to their assigned area, they are not to be removed from those areas. Chairs are not allowed in cells at any time, unless detainee has a medical special needs form issued by medical for a chair in their cell. Detainee must be able to show the medical authorization at the request from staff.

- Chairs are not allowed to be in the shower for safety concerns.
- Chairs are not allowed out on the rec yard.
- Do not stand on the chairs.
- Do not sit on stack chairs.
- Chairs are not allowed to cover the attached metal stools in the unit.

POD HOBBY CRAFT RULES

The below guidance is to be adhered to by detainees/inmates who engage in Crafts relating to the use of materials (commissary, facility materials, etc.):

- One (1) completed craft and one (1) in-progress at a time, per detainee.
- Hobby craft items must be put away when not being worked on. Materials used must fit in a property box.
- Completed crafts must be mailed out within 7-days at the detainee's expense.
- Crafts will not accompany detainee(s) if transferred or released.
- Bartering or sale etc. of craft(s) is prohibited.
- No excessive items/materials that may be a safety/security/sanitation issue or concern.
- No other type of marking materials are allowed except colored pencils, pencils and pen from commissary.
- Crafts may be made on dayroom tables, however, it will not prevent other detainees from using the table.

Completed crafts not mailed out within time frame will be confiscated, not trashed. Once confiscated it will be considered contraband and channeled as such. If a detainee chooses not to provide an appropriate mailing address within thirty (30) days, or is unable to pay the postage, notice of intent to destroy will be issued.

Materials used will be purchased through commissary or approved outside source. Use/destruction of facility items (are but not limited to trash bags, hygiene items, clothing, sheets, ICE forms, and facility forms, etc.) is not authorized.

Gambling is a prohibited act and will result in disciplinary action.

General Population Housing Pods detainees are allowed to use the outside recreation yard up to four (4) hours per day. Detainee restroom breaks will be offered and/or upon request. For recreation times see your pod schedule.
Detainees using the Pod recreation yard are required to follow these guidelines:

1. Do not yell, comment, whistle or make remarks to others outside recreation yards.
2. No food is allowed on the recreation yard.
3. Do not hang or pull on the basketball rim/net or use the basketball for other than its intended purpose (kicking the basketball is prohibited).
4. T-Shirts are required for all detainees while on recreation yards. Females must have proper under garments with a t- shirts.
5. Shower shoes are prohibited in the recreation yard.
6. Group calisthenics are prohibited in the recreation yard, calisthenics can only be done in pairs of two. Unless organized and run by the facility staff (i.e. yoga). There is no calling cadence or leading the exercise by calling out the count.
7. Do not hang any items on the recreation wall, basketball pole or exit doors.
8. Noise level must be keep to a minimum on the recreation yard.
9. No hand signaling to others inside/outside of the recreation yards.
10. Do not block or loiter around the recreation yard windows and doors.
11. No passing anything between the recreation yards. This will also result in a disciplinary action.
12. Detainees are only allowed to come out to the recreation yards with their water bottle, radios and reading material, only (1) book. No legal material will be allowed.

13. Card playing is acceptable but only at the table.
14. Detainees are allowed to sit on the ground.
15. No writing materials allowed in the outside recreation yard.
16. No plastic chairs are allowed on the rec yard.
17. Rec yard start times are approximate based on the facility needs.
18. During inclement weather i.e. rain, outdoor recreation will be secured.
19. Communication between recreation yards is prohibited and will result in closure of the recreation period.

Note: *These rules are not all inclusive of every guideline. Additional directives may be given by staff at any time. Failure to follow any of these guidelines may result in suspension of recreation privileges.*

Television viewing: In each housing pod, there are usually multiple television sets. One TV will be designated for Spanish speaking channels and one will be designated for English speaking channels. The following rules apply to television viewing:

1. Television sets will be turned off during official counts, meals, cleaning of housing areas and when it is deemed necessary by staff.
2. All televisions will be turned off 15 minutes prior to count.
3. Detainees will choose television programs by majority vote from those watching the TV, unless a program is being viewed and in progress. Detainees are prohibited from physically changing television channels. Channel checks must be requested to the pod officer.
4. Detainees need to use their headsets or ear buds, but must maintain a volume where they can hear directives from staff or emergencies (i.e.: fire alarms).
5. Noise levels in all areas must be kept to a minimum so it does not disrupt daily activities. Reasonable level of noise are determined by staff.
6. Detainees will not take blankets, pillows or linens in the day room/common area.
7. Detainees will be properly dressed while in the dayroom i.e. shirt, pants, under garments, socks and shoes.
8. Common areas will be clean and free of graffiti. Items may be removed if damaged and cannot be removed by cleaning products. (i.e.: furniture)
9. Radio issuance occurs through the, Unit Manager, Case Manager, and Correctional Counselors. Initial Radio, earbuds, and two batteries will be issued upon requests. It is the responsibility of the detainee to maintain the radio and earbuds in working condition. Batteries beyond the initial issuance with be at the detainees' expense. If you are indigent, and are seeking battery replacements submit a request for assistance to the Commissary. Approved requests will be issued through the commissary staff on the scheduled commissary day for your housing unit. One for one exchange is required for the battery replacement.

LIBRARY SERVICES

Leisure books are located in the main library. You are allowed to have two (2) book in your possession. The main law library is located on the northwest side of the building between the Chapel and the Gymnasium, off the main corridor and is available for legal use. A law library schedule is posted in each pod. **Monday-Friday for at least 1-hour per day at the main law library.** You must be, in full uniform and ready to go at the time indicated. Do not bring any personal materials, such as books, letters or photos to the law library. If you need additional time in the law library, submit a written request to the library staff, stating the length of time needed and the reason for the request. Requests are granted on a case-by-case basis and depend on several factors. Priority will be given to detainees with an impending court date. If you find that you need legal material that is not available in the library, submit a written request to the library aide. Requests that cannot be granted by the library aide will be forwarded to ICE. Please notify the library staff/unit manager if you find any damaged, missing material or equipment to include computers, typewriters and or printer/copier. Contact Library staff if material are found out of date. The Lexis Nexis program is available for your legal work. The library rules and regulations are posted in each pod and in the main library. You are expected to follow these rules at all times.

Pod law libraries are available 0500-2200 for use throughout the day for those individuals requiring additional time. Sign-up sheet for the pod library is located in the housing pod.

Detainees who are housed in restricted / segregation pods will be visited by the library staff Monday thru Friday excluding Weekends and Holidays for law library services. Book cart provides leisure books, and exchanged bi-weekly.

Photocopying, printing services, and computer assistance is available for detainee residents through the Library Staff in the Main Library.

Notary Assistance for ICE detainee's whom are unrepresented should reach out to family members, friends or community organizations. If you need assistance contact the library or unit staff.

Library book inventory directory is available to view in your unit's satellite library

COVID related: Detainees continue to receive services Monday - Friday. Library staff will collect all request during units scheduled time. Detainees will submit a request for assistance to provide print out, copies, and library book request. Detainees will continue to have access to satellite library in the units which are available form 0500-2200 hours.

Book exchanges must be on a request for assistance and library books are limited to two per detainee. Books will be exchanged one for one.

LexisNexis

LexisNexis™ *CD*
on Folio 4
QUICK REFERENCE GUIDE

Starting the Program

1 In the lower-left corner of your Windows® desktop, click the **Start** button.

2 Choose **Programs** followed by **LexisNexis CD on Folio 4.**

3 On the LexisNexis CD on Folio 4 menu, choose **LexisNexis CD on Folio 4.**

The *LexisNexis CD* application displays the Content Selector, from which you can open publications and begin working in the program.

> ***Tip:*** If you chose to place a program icon on your desktop during the installation process, you can also start the *LexisNexis CD* application by double-clicking the icon at step 1, above.

Opening Publications

- **To open a publication upon first launching the program**

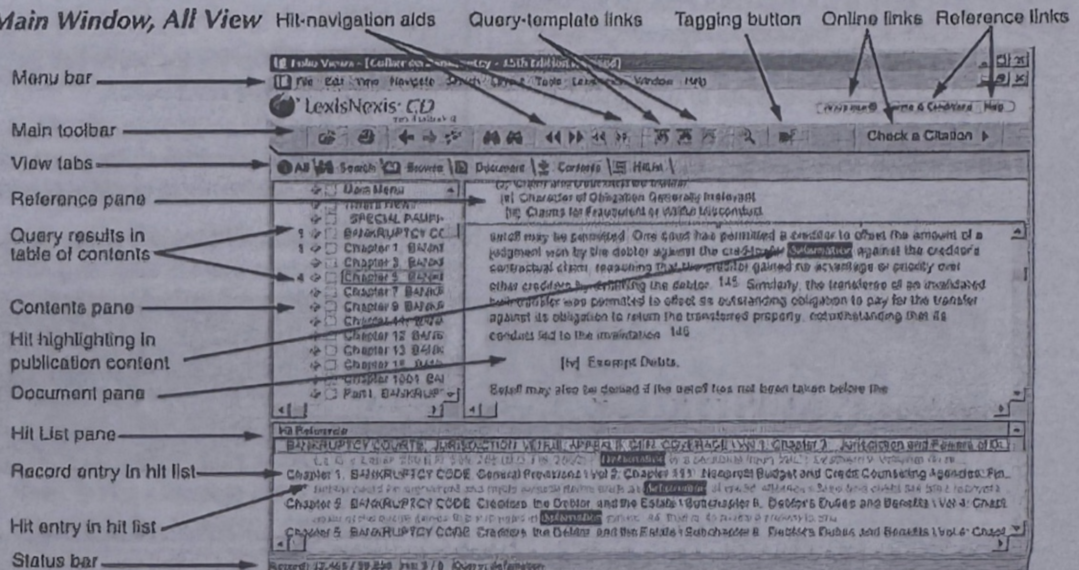
1 From the **Library** drop-down list in the Content Selector, choose the library containing the publication(s) that you want to open.

2 Select one or more publications by clicking the check box beside the listing for each publication that you want to open.

> ***Tip:*** Content Selector provides several means of helping you find and select publications. See the electronic Help or User's Guide for details.

3 Click the **Open** button.

Main Window, All View


Hit-navigation aids
Query-template links
Tagging button
Online links
Reference links
Menu bar
Main toolbar
View tabs
Reference pane
Query results in table of contents
Contents pane
Hit highlighting in publication content
Document pane
Hit List pane
Record entry in hit list
Hit entry in hit list
Status bar
LexisNexis CD
Check a Citation

▸ **To open a publication from within the program**

1 From the *LexisNexis CD* main window, open the Content Selector by clicking the **Content Selector** button ( ) in the main toolbar.

> ***Tip:*** You can also open the Content Selector by clicking the **LexisNexis** menu and choosing **Content Selector.**

2 Follow steps 2 and 3 outlined under "To open a publication upon first launching the program," preceding.

Using the Program in Accessibility Mode

For those users who are visually impaired, the *LexisNexis CD* application can be run in accessibility mode. Setting the program to run in this mode accommodates screen-reader software usage to the greatest extent possible.

1 From the **LexisNexis** menu choose **Accessibility Mode.**

The program displays a message indicating that switching between operating modes requires program to close and prompting you to confirm your desire to switch modes.

2 Choose **Yes** in the message.

The message and the program close.

3 Relaunch the program to begin working in the chosen mode.

Navigating and Viewing Content from the Table of Contents

1 Expand or collapse the table of contents hierarchy until the entry for the desired content is displayed.

2 Display the desired content in the Document pane by double-clicking the corresponding entry in the table of contents.

Running a Search Using the Advanced Query Window

1 Open one or more publications that you want to search (see "Opening Publications" earlier in this guide).

> ***Tip:*** If you are planning to search only one publication, you can elect to limit your search to only selected divisions of that publication. To do so, you must indicate those divisions in the table of contents before opening the Advanced Query window.

2 Open the Advanced Query window by clicking the **Advanced Query** button ( ) in the toolbar.

3 In the **Query For** field, type your query.

> ***Note:*** For additional information on formulating a query, please refer to the electronic Help or User's Guide.

4 Apply your search as appropriate:

- If you are searching only the active publication, click the **OK** button.

OR

- If you are searching all open publications, click the **Apply to All** button.

> ***Note:*** For information on viewing search results, see the electronic Help or User's Guide.

Running a Search Using a Query Template

1 Open the publication that you want to search (see "Opening Publications" earlier in this guide).

> ***Tip:*** You can elect to limit your search to only selected divisions of a publication. To do so, you must indicate those divisions in the table of contents before opening the query template.

2 Open the desired query template by either clicking the **Search** menu and choosing the corresponding name from the bottom of the menu.

3 In the desired query input field(s), type your query.

> ***Note:*** **For additional information on formulating a query, please refer to the electronic Help or User's Guide.**

4 Activate the search by clicking the **OK** button.

> ***Note:*** **For information on viewing search results, see the electronic Help or User's Guide.**

Navigating Search Results

The *LexisNexis CD* application provides the following navigation aids to assist you in viewing search results:

- ⏭ **(Next Hit)** — Moves the focus to the hit that immediately follows the currently highlighted hit in the currently displayed record.
- ⏮ **(Previous Hit)** — Moves the focus to the hit that immediately precedes the currently highlighted hit in the currently displayed record.
- ⏭ **(Next Record Hit)** — Moves the focus to the beginning of the first record that follows the currently displayed record and contains hits.
- ⏮ **(Previous Record Hit)** — Moves the focus to the beginning of the first record that precedes the currently displayed record and contains hits.

Checking a Citation

> ***Note:*** **To take advantage of this feature, you must subscribe to the *Shepard's*® Citations Service.**

1 In the main window, click the **Check a Citation** button (Check a Citation ▸).

The Check a Citation dialog box opens.

2 In the text field, type the citation for a case.

3 Click the corresponding radio button to indicate the type of report that you want to receive (i.e., **SHEPARD'S® for Validation** or **SHEPARD'S® for Research**)

4 Click the **Check** button.

Your browser opens to the *lexis.com*® Sign On page.

> ***Note:*** **If you previously set the *lexis.com* service to remember your sign-on information, your browser opens to the *Shepard's* Citations Service, where the results of your citation check are displayed without additional steps.**

5 In the *lexis.com* Sign On dialog, type your **LexisNexis®** or **Custom ID** and your **Password** in the corresponding fields.

6 Click **Sign On.**

The results of your citation check are displayed in the browser window.

Running a Search of Updated Case Content on the *lexis.com* service

1 After running a search of a case collection using the *LexisNexis CD* application, click the **LexisNexis** menu and choose **Case Update.**

Your browser opens to the *lexis.com* Sign On page.

> ***Note:*** **If you previously set the *lexis.com* service to remember your sign-on information, your browser opens to the Enter Search Terms page on the service. Proceed to step 4.**

2 In the *lexis.com* Sign On dialog, type your **LexisNexis®** or **Custom ID** and your **Password** in the corresponding fields.

3 Click **Sign On.**

The *lexis.com* service opens to the Enter Search Terms page, where your translated query is displayed.

4 On the Enter Search Terms page, click the **Search** button.

Your search results are displayed in the browser window.

Accessing Primary and Secondary Source Material on the *lexis.com* service

Note: To take advantage of this feature, you must subscribe to the *lexis.com* service.

1. In the string of command buttons located in the upper-right portion of the *LexisNexis CD* main window, click *lexis.com*®.

   Your browser opens to the *lexis.com* Sign On page.

   Note: If you have previously set the *lexis.com* service to remember your sign-on information, your browser opens to the *lexis.com* home page. Proceed to step 4.

2. In the *lexis.com* Sign On dialog, type your **LexisNexis**® or **Custom ID** and your **Password** in the corresponding fields.
3. Click **Sign On**.
4. Navigate the *lexis.com* service using the procedures that you normally follow.

Exporting Content

IMPORTANT! Exporting of content is subject to Terms and Conditions.

1. After opening the publication from which you want to export (see "Opening Publications" earlier in this guide), select or tag the desired content in the Document pane or select levels in the table of contents for the content that you want to export.
2. Open the Export dialog box by clicking the **File** menu and choosing **Export**.
3. In the corresponding areas of the Export dialog box, navigate to the destination drive and directory; provide a **File Name**; and indicate the **Save as Type** for the exported file.
4. In the **Export Range** field, choose applicable export range (e.g., **Selected Records**, **Checked Branches**, or **Tagged Records**).
5. Click the **Export** button.

Printing Content

1. After opening the publication from which you want to print (see "Opening Publications" earlier in this guide), open the Print dialog box by clicking the **Print** button (🖶) in the toolbar.

   Tip: You can also open the Print dialog box by pressing **Ctrl+P** or clicking the **File** menu and choosing **Print**.

2. Click the tab corresponding to the category of content that you want to print (i.e., **Print Document**, **Print Contents**, or **Print Hitlist**).
3. Indicate the scope of material to print (e.g., **Selection**, **Records**, or **Branch**).
4. Set additional print options, as desired, then click **OK**.

Contacting Technical Support

Technical Support is available 24 hours a day, 7 days a week. When calling for technical assistance, please be at the computer on which the program is running, and please have your account number ready.

1-800-223-5297 *(U.S. and Canada)*
1-937-859-5398 *(International)*

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4/18/2007. DMF

GROUP PRESENTATIONS ON LEGAL RIGHTS

When group presentations on legal rights are scheduled, detainees will be notified and afforded an opportunity to sign up to attend at least forty-eight hours before a scheduled presentation takes place. Informational posters will be displayed in the housing pods. Detainees planning to attend must sign up with Unit Management staff. Presentations are open to all detainees, regardless of the presenter's audience, except when a particular detainee's attendance would pose a security risk. If a detainee in segregation cannot attend for this reason, and both he/she and the presenter(s) so request, alternative arrangements shall be made.

LEGAL ORIENTATION PROGRAM (LOP)

The LOP Legal Orientation Program informs immigrant detainees about their rights, immigration court, and detention process. If you would like to attend a legal rights presentation, sign up in your pod on the form provided. The list will be forward to the Court Supervisor. LOP staff will generate a call out list for orientation sessions. One presentation is held each Monday, Tuesday, Thursday and Friday beginning at 9:00 a.m. Please bring your Notice to Appear and any other immigration and/or criminal documents to the presentation.

MARRIAGE REQUESTS

The request must specifically address that the detainee is legally eligible to be married in the state where the detainee is being held and must also be accompanied by the intended spouse's written affirmation of intent to marry the detainee. Request for marriage must be submitted through the Chaplain's office.

COMMISSARY SERVICE

One (1) time per week detainees may fill out commissary order through the free Tablet Commissary App. A TID pin will be issued through intake, instruction are posted in the pod bulletin board. Once the detainee signs accepting the order their account is automatically charged.

Detainees will be allowed to purchase and have in their possession only (1) radio from commissary, (1) CORECIVIC radio for television listening, (1) pair of shoes, (2) Bowls, (2) Sweatshirt, (2) Sweat pants, (2) Shorts, (2) Sport bras (1) plastic cup, (1) Spork, and a total of (5) socks will be allowed to include issued socks.

The detainee's signature verifies receipt of items ordered and received. If you have any questions, please ask when your items are delivered to you. Once you sign the receipt, you are responsible for your order. Any missing items should be reported immediately to any commissary staff before opening your bag. *USM Detainees will be allowed a maximum spend amount of $40.00 weekly which may be increase according to the facility stablished incentive program.* he maximum amount allowed to spend is $80.00 per week for ICE Detainees.

Note: Sweatshirts, shoes, thumb drives, radios, stamps, feminine hygiene products and phone time are not part of your spending limit.

Postage stamps can be purchased through commissary services. See pod bulletin board for postage rates

***Refer to the allowable personal property list located at the back of the book**

DEPOSITS TO TRUST FUND ACCOUNT

U.S. Money Orders and U.S. Treasury Checks must be mailed to the lockbox. Also available is Western Union transactions and will be credited to your account normally within the next business day from receipt. You can also send funds using Viapath's Connection Network program, information is posted in the units. Funds sent using this are normally posted within 24 hours. Cashier's checks will be held for ten (10) days. Money orders from a foreign country, personal checks and business checks **will not** be accepted through the mail and will be returned to sender. Procedures and addresses for the lockbox and Western Union are posted in the pods. Ensure to use your commissary number on Western Union and mail when sending to the lockbox.

Sample Letter:
Dear Family and Friends:
This facility where I reside does not accept money at visitation or through the mail at the facility. Instead please follow the instructions below to send money to me.

Money orders and cashier's checks sent through the mail will be processed through a bank center near Atlanta, GA. This approach allows funds to be deposited to the detainee's account faster, but it requires the sender to follow the specific instructions outlined below:

1. Obtain money order and/or cashier's checks made payable to the detainee. Personal checks and cash are not accepted.
2. Mail money orders and/or cashier's checks in an envelope addressed and return addressed exactly like the sample below. If any of the information on the envelope is missing, funds may be delayed being deposited to the detainee's account. Do not write too close to the bottom of the envelope as this may cause a delay at the post office.

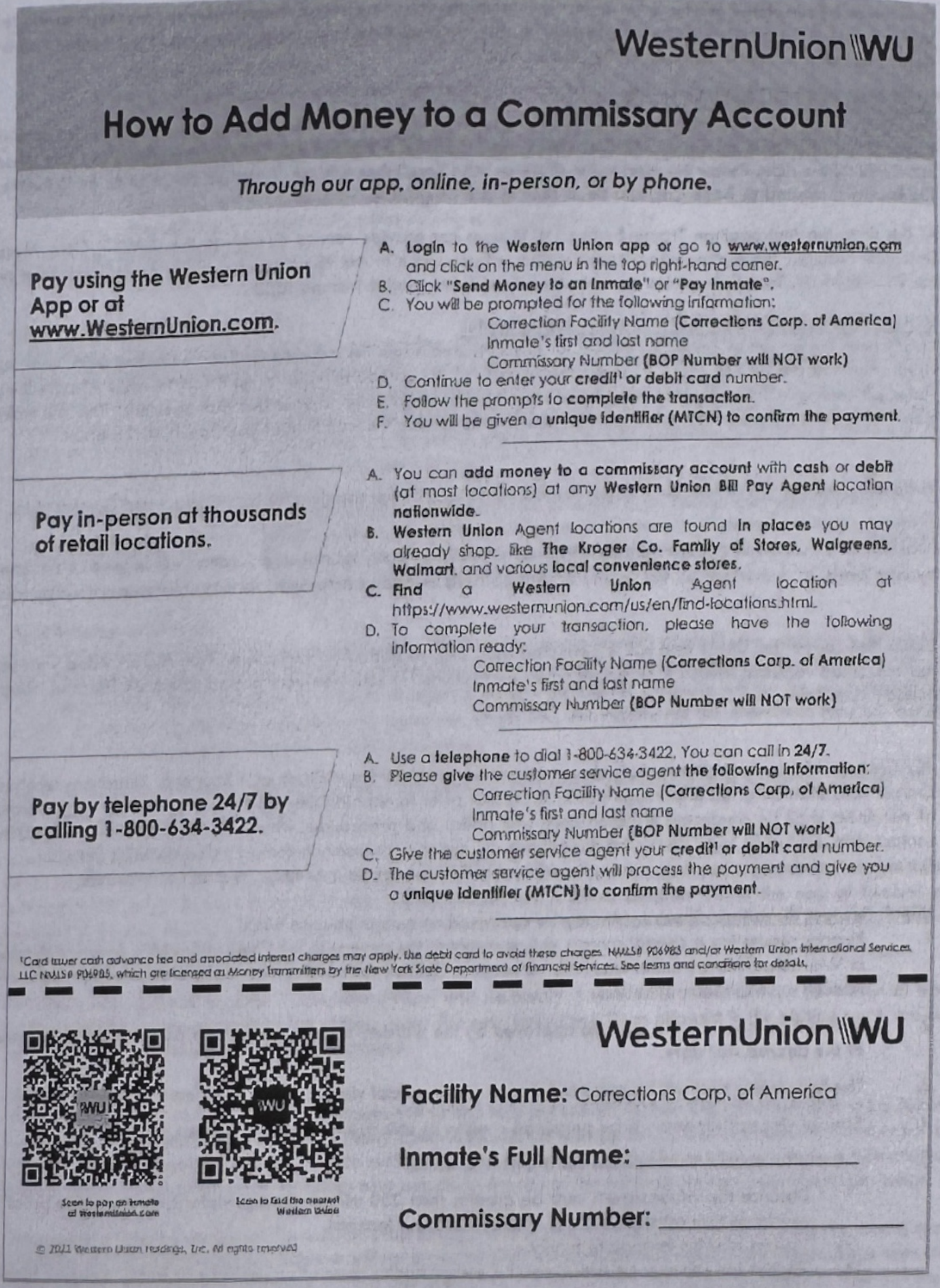
First & Last Name
Return Address

Place
Stamp
Here

CORECIVIC
Detainee First and Last Name, Detainee Commissary Number
Facility: OMDC
PO Box 16545
Atlanta, GA 30321-545

3. Do not include any correspondence such as letters, cards, pictures, or packages with a money order or cashier's check. Nothing sent to this address will be forwarded to the detainee or returned to the sender. All other correspondence should continue to be sent to the facility address. Money orders and cashier's checks sent to this facility will be returned to the sender.
4. Unless approved by the Warden/Administrator, detainees / residents are not authorized to receive or deposit funds from /to the following individuals:
    - a. Other incarcerated detainees/ residents;
    - b. Families or visitors of other incarcerated residents;
    - c. Ex-residents or their families;
    - d. Employees or their families; and
    - e. Unidentifiable sources.

This policy does not affect your ability to send funds through Western Union. Western Union is the fastest way for the detainee to receive funds.



WesternUnion\\WU

How to Add Money to a Commissary Account

Through our app, online, in-person, or by phone.

Pay using the Western Union App or at www.WesternUnion.com.

A. **Login** to the **Western Union app** or go to www.westernunion.com and click on the menu in the top right-hand corner.
B. Click "**Send Money to an Inmate**" or "**Pay Inmate**".
C. You will be prompted for the following information:
    Correction Facility Name (**Corrections Corp. of America**)
    Inmate's first and last name
    Commissary Number (**BOP Number will NOT work**)
D. Continue to enter your **credit¹ or debit card** number.
E. Follow the prompts to **complete the transaction**.
F. You will be given a **unique identifier (MTCN) to confirm the payment**.

Pay in-person at thousands of retail locations.

A. You can **add money to a commissary account** with **cash** or **debit** (at most locations) at any **Western Union Bill Pay Agent** location **nationwide**.
B. **Western Union** Agent locations are found **in places** you may already shop, like **The Kroger Co. Family of Stores, Walgreens, Walmart**, and various **local convenience stores**.
C. **Find** a **Western Union** Agent location at https://www.westernunion.com/us/en/find-locations.html.
D. To complete your transaction, please have the following information ready:
    Correction Facility Name (**Corrections Corp. of America**)
    Inmate's first and last name
    Commissary Number (**BOP Number will NOT work**)

Pay by telephone 24/7 by calling 1-800-634-3422.

A. Use a **telephone** to dial 1-800-634-3422. You can call in **24/7**.
B. Please **give** the customer service agent **the following information**:
    Correction Facility Name (**Corrections Corp. of America**)
    Inmate's first and last name
    Commissary Number (**BOP Number will NOT work**)
C. Give the customer service agent your **credit¹ or debit card** number.
D. The customer service agent will process the payment and give you a **unique identifier (MTCN) to confirm the payment**.

¹Card issuer cash advance fee and associated interest charges may apply. Use debit card to avoid these charges. NMLS# 906983 and/or Western Union International Services, LLC NMLS# 906985, which are licensed as Money Transmitters by the New York State Department of Financial Services. See terms and conditions for details.

Scan to pay an inmate at WesternUnion.com

Scan to find the nearest Western Union

WesternUnion\\WU

Facility Name: Corrections Corp. of America

Inmate's Full Name: ____________________

Commissary Number: ____________________

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Trust fund withdrawals: You may request to have funds withdrawn from your detainee trust fund account by requesting a Release of Funds Form from your pod staff. This form authorizes the business office to withdraw funds from your account and send them to an approved designated addressee, to include legal services. Your request form should be completed and turned in to your Unit Manager or Counselor with a stamped and addressed envelope. Withdrawals of this type are completed on a daily basis or as submitted. No money transfers are allowed to other detainees, unless proven immediate family relationship.

DIRECTIONS TO THE FACILITY

The OMDC Otay Mesa Detention Center is located approximately 4 miles from the Otay Mesa U.S./Mexico border crossing. It is reachable by taking the 905 freeway east (approx. 5-6 miles) exiting left on La Media to Otay Mesa Road and take a right. Follow the road to the stop sign (Alta Road) then turn left. Turn right on Calzada de la Fuente. The facility is located at 7488 Calzada de la Fuente, San Diego, CA. 92158

At this time, the Metropolitan Transit System (MTS) does not provide service directly to the (OMDC) Otay Mesa Detention Facility. The Metropolitan Transit System offers service to the 905 Highway. From the MTS Bus Stop on the 905 Highway, Taxi Cab service may be utilized as an alternative transportation.

VISITATION INFORMATION (Family and Friends)

At any time, the maximum amount of visitors for any detainee is four (4) including children; excluding legal visits. All visitors must be checked-in with the lobby 45 min prior to the scheduled visit. In an effort to assist in expediting visitor processing initial wait time. You should submit visitor information to your Unit Management. This will make their first processing experience at this facility, easier and reduce the wait time of your family and friends.

Visitation Schedule: refer to the pod bulletin board for your visitation schedule for Non-Contact and Contact visits.

NOTE: When compelling circumstances or individual needs warrant, special consideration will be given on a case by case basis, as authorized by the facility administrator to extend or accommodate any unforeseen circumstances.

***Video Non-contact* for USMS and ICE** is permitted according to posted pod schedule. Non-contact video visitation per scheduled visitation session is available not to exceed one (1) hour (see your posted schedule). This also include holiday visitation

ICE Contact visitation is available, Saturdays or Sundays. Visit are for minimum of 1 hour one. Detainees receiving contact visits shall be given a thorough pat-down search prior to entering the visiting room. Upon exiting, searches of detainees shall be conducted in accordance with policy and procedures, which will include a strip search after contact visits, excluding legal visits. Detainees have the option to choose non-contact video visitation instead. ***Special contact visitation*** may only be approved by the Chief of Security, Assistant Warden or Warden.

USMS Contact Visitation: Special visit may be approved on a case-by-case basis.

1. Persons requesting a special contact visit must submit the request to the Chief of Security, Assistant Warden or Warden, either by telephone, letter or request. Special visit form can be located in the housing unit s and through your unit team members.
2. Requests for special visits must be approved by the warden or designee at least one (1) week in advance of the desired visit date.
3. The front lobby post will be provided a copy of the special visit approval document.
4. Special visit participants will be permitted a minimum visit time of sixty (60) minutes.
5. Criteria for special visits include, but are not limited to:
    - Distance the visitor travels must be greater than 250 miles one way; visitor(s) must provide proof of residence that corresponds with the long distance location.
    - Visitors must be immediate family.
    - Reason for visit must be articulated i.e. serious health issues of an detainee or family member, birth of detainee's child.
    - Detainees behavior and conduct while detained.

Note: A visit may be denied or terminated under the following circumstances:

- Visitors are under the influence of drugs or alcohol;
- The visitor refuses or fails to produce sufficient identification or falsifies identifying information, if required by the Facility;
- Reasonable Suspicion exists that the security and order of the Facility may be endangered by the visitor;
- The visitor or detainee becomes disruptive during the visit causing the orderly running of the Facility to be endangered;
- The visitor refuses to submit to a pat or scanning search;
- The visitor is in violation of facility visiting rules or regulations; or
- Insufficient space.

In House Visitation Procedures:

ICE Detainee housed at this facility may visit another Detainee housed within this facility may visit, once it has been verified by Immigration and Custom Enforcement that the individuals are immediate family member. Visits will occur Saturdays Sundays and Federal Holidays. Detainees receiving contact visits shall be given a thorough pat-down search prior to entering the visiting room. Upon exiting, searches of detainees shall be conducted in accordance with policy and procedures, which may include a strip search after contact visits, excluding legal visits. Detainees have the option to choose non-contact video visitation instead.

It is the detainee's responsibility to complete a visiting list and provide it to his/her Counselor prior to the visit. Detainees will not be allowed visitors until the list is received by the Unit Manager. Detainees will only be allowed to visit those individuals on his/her visitation list. Visitation forms must be filled out complete providing all information. Visitation can be updated through your Unit Manager, as needed.

Identification of visitors:

All visitors over the age of 16 will be required to show proper photo identification. If your visitor(s) bring children 16 years of age or under they are expected to remain under the direct supervision of the adult visitor(s) so they will not disturb others who have visitor(s). Visitors unable to identify themselves properly will not be permitted to visit. Proper ID includes driver's license, military id, passports, photo visa, etc. Additional documentation may be required at the Unit Manager's request before a visit is approved.

All visitors will be subject to screening by the metal detector. Any visitor who cannot pass the metal detector will not be allowed to enter the institution.

Dress Code for Visitation:

Any visitors who arrive at this facility with inappropriate attire such as "see-through" clothing, dresses, skirts, or shorts more than three (3) inches above the knee, will be denied entry. Minor children (under the age of twelve) are permitted to wear shorts. Military clothing, spandex or tank tops/halter tops are not allowed. It is the detainee's responsibility to inform their family members of the visitation rules.

Detainees are required to wear a complete uniform and be neatly dressed. Detainees are not permitted to wear white uniforms, or shower shoes in the visiting room. The only authorized items allowed in the visiting room are one authorized religious medal and a wedding band.

Visitation Conduct:

Prior to entering the visiting room, all detainees are subject to a pat search. Visitors are not allowed to bring folding money to visitation and may bring up to twenty dollars ($20.00) in change, but no bills are allowed. Visitors will be issued a table and wait for the detainee to arrive. Visitors and detainees must be seated across from one another, hand holding is allowed however all hands must remain on the top of the table to prevent contraband exchange.

Small children may be seated on the resident's lap during the visit. Children may not wander around the visiting room or be left unattended. If parents cannot or will not supervise their children, the visit will be terminated. Detainees and visitors are to remain at their assigned seating and are not to wander or visit with other detainees or their visitors.

No detainee or visitor will be permitted to engage in such actions or conduct which will disturb or otherwise disrupt the good order of the visiting room. The visiting room officer may issue a warning for violations of this rule, or contact the supervisor to terminate the visit. Terminated visits will result in possible disciplinary action, including suspension of visitation privileges for the visitor or detainee. Sitting on the tables in not permitted. Visitors are not permitted to leave anything at the facility for any detainee. Contraband introduction through visitation will result in an immediate suspension of visitation privileges.

Physical Touching:
Handshaking, brief hug and kiss on the check are permitted only at the beginning and end of the visit. However, staff may limit physical contact to minimize opportunities for contraband introduction and to maintain the orderly operation of the visiting area.

Clergy Visits
Clergy may be placed on your visiting list for approval by your Unit Manager, Case Manager or Correctional Counselor. Contact the Chaplain to request approval for special clergy visits.

ATTORNEY VISITATION

Attorney visits shall be permitted between the hours of 8:15 a.m. and 9:30 p.m. daily.

Legal material:
During attorney visits, legal material will be allowed in the visiting area. A minimal amount of legal material may be transferred during attorney visits, once approved by the Shift Supervisor. Attorneys should utilize the institution's legal mail procedures and the US mail system to deliver their documents when possible. Any legal materials given to an detainee during a visit will be searched in the presence of the detainee for contraband, but will not be read by staff. Legal material in your living space must be of your current case. Hard copies must be stored in your personal property box. Materials which constitute a fire hazard, trip hazard or excess material will be stored in your seized property in Receiving and Discharge.

Attorney phone calls:
In order to make an unmonitored phone call to an attorney, the detainee must arrange the call in advance with his/her Case Manager, Correctional Counselor or Unit Manager during business hours. Phone calls placed through the regular detainee phones are subject to monitoring. Attorneys can leave you a voice message through your phone account.

Legal information:
A list of pro-bono organizations is posted on the bulletin boards inside the pods. Group legal rights presentations will be offered upon request. Legal Orientation Program is available through a Request for Assistance form submitted to your Unit Manager. "Refugee Rights: Know Your Rights" is available through the library computers in the pods or the main library to be viewed at your leisure in both English and Spanish.

HYGIENE INFORMATION

Personal hygiene:
Because you will be living in a room/dorm with another person(s), personal hygiene is essential. You are expected to bathe regularly and to keep your hair and nail clean. Housing pod lights are turned on each morning to give you an opportunity to wash up for breakfast.

Cell Compliance/ Expectations
Throughout you stay it is expected that you maintain your cell /room in a clean and orderly fashion, free of:
contraband,
excess facility clothing / property,
excess facility hygiene items
vents, windows, lighting will not be covered,
beds will be made when not occupied,
floors will be sweep and clean and free of trash
ALL personal property will be stored in your property bag, this includes commissary purchases, or stored on the designated writing surface.
Property bags will be stored under the bottom bed
In-house OMDC feeding trays will be returned to the cart after 20 minutes of accepting the meal and /or dispose of the styrofoam tray after twenty minutes of accepting the container in the facility trash receptacles located in the dayroom.

Storing items under the mattress is prohibited

There is designated wall space per detainee within the cell/ room that is provided. This space is for ONLY family photos to be displayed, all other items posted will be considered contraband and will be removed. Unit staff will provide you with material to hang your family photos.

Living conditions:
Detainees are required to keep their beds and assigned living areas clean at all times. Keep your personal items stored in your assigned property box. All detainees are responsible for care of their living quarters. If there is something broken in your room, report it to the pod officer immediately. Detainees are responsible to keep their room free of contraband. An excuse that "It was here when I moved in" or "I didn't know it was in my room" is not an acceptable defense against disciplinary action.

Tampering with the vents, smoke detectors and fire sprinklers is prohibited. If malicious damage is discovered, the responsible person will be subject to disciplinary action and repair costs may be recommended as a sanction by the disciplinary hearing officer. **Detainees are not permitted to be in any cell or dorm room but their own.**

Food items that are left open create a health hazard. These items must be properly sealed at all times. Items not stored in original containers are consider contraband. Empty jars / containers may not be used as drinking containers and are to be thrown away.

CLOTHING / LINEN EXCHANGE

Schedules are posted in all housing pod bulletin boards. Laundry loops are issued Monday – Friday in accordance with the laundry schedule. Laundry loops are issued and returned daily. Loops are prohibited in any cell. Detainees are not permitted to wash clothing, bedding, linens, tennis shoes, or other items in the living pod to include dayrooms, dorm rooms and cells. All facility issue items will be stored or hung on the approved hooks in the cell. At no time are items to be hung from beds, lighting fixtures, vents or furniture.

CLOTHING

The basic uniform for detainees shall be distinctive in appearance as to identify the detainee according to his/her security level and agency.

1. Blue: uniforms and ID card – Level 1 ICE detainee
2. Green: uniforms and ID card – Level 2 Low ICE detainee
3. Orange: uniforms and ID card – Level 2 High ICE detainee
4. Red: uniforms and ID card – Level 3 ICE detainee
5. White: uniform for kitchen workers only
6. Brown: uniforms and ID card – Moderate /High USM detainees
7. Yellow: uniforms – Restricted /Segregation detainees

DETAINEE DRESS CODE/GROOMING STANDARDS

Detainees are required to comply with the dress code and grooming standards. Poor hygiene, poor sanitation and not wearing proper clothing and footwear can cause potential conflict with others. Failure to comply with the dress code and grooming standards will require staff intervention to correct the situation.

GROOMING

1. *Ordinarily, detainees may wear any hair style, nothing extreme, examples are mohawks, line designs, shaved portions. Ordinarily, facial hair may be grown without restriction.*
2. *Fingernail length for all detainees will not exceed 1/8 inch past the fingertip.*
3. *Body piercings are prohibited. No foreign objects will be inserted into the body.*
4. *Food Service / Machinery workers: For safety and hygiene reasons, food service workers and workers operating machinery will keep their hair neat, clean and in a style where hair will not cover any portion of the ear, not touching the shirt collar, not covering any portion of the eyebrows. Moderate "natural" type haircuts are permitted if they qualify within the limits as stated above, provided that the style does*

not interfere with the safety and hygiene requirements. Hairnets are required while preparing or serving food.

5. *Food Service workers will be required to wear a Face/Nose guard while involved in the preparation or serving of food.*

All issued clothing shall be worn, as specified in the following prescribed instructions:
Clothing must be clean, untorn and unaltered. ID cards must be worn and visible at all times and not be tampered with or removed. Any altered or broken ID will be replaced at the cost of the detainee. Detainees cannot be in the possession of another Detainee's I.D. card for any reason. Detainees in the allowed areas with a T-shirt on that has the sleeves torn off. The T-shirt will be taken, a disciplinary report will be written, and you will be charged the monitory amount for the shirt

In Pod:

- Starting at 0500 hours detainees will be allowed to wear the T-shirt or sweat shirt in the pod or recreation yard. This will continue until the lockdown at night. Wearing of T-shirts will only be allowed in the housing pod and recreation yards.
- Pants/Shorts, t-shirts, undergarments, socks and shoes must be worn, at a minimum, at all times when not in your cell/dorm room.
- Detainees may not be in a complete state of undress, other than while taking a shower. Sleeping in the nude is not allowed.
- Pants must be pulled up around the waist (no sagging). Pants are not authorized to be tucked into socks.
- Undergarments (underwear) may be worn without outer garments only while inside the sleeping quarters.
- Detainees who are issued a bra must wear it when only wearing a T-shirt.
- Shoes will be worn at all times when outside your cell/dorm. Shower shoes are only authorized when going to and from the shower.

Outside the Pod:

- Detainees will wear a complete uniform (shirt, pants, t-shirt, underwear, socks, and shoes) at all times outside the pod.
- Your shirt must be tucked into the pants when exiting your housing pod. Your pants must not be tucked into your socks.

Gym

- Detainees must have ID when coming to Gym. Detainees may wear sweats and shorts to and from Gym. Clothing must be serviceable and appropriate. Torn and altered clothes may not be worn.

Off-Site Transportation

- Courts- only 1-set of clothing, no double clothing items (i.e. under pants and boxers are prohibited). Sweatshirts are authorized however, they must remain on. Elastic hair ties are prohibited and will not be authorized.
- Medical appointments- 1-set of clothing, no double clothing items (i.e. under pants and boxers are prohibited). Sweatshirts are prohibited and must be left in the housing pod.

Detainees will not wear caps, hats or headgear, except religious and work details. Religious headwear must be approved by the Chief of Security and the Chaplain and worn appropriately at all times Head covers are prohibited in the dayroom. (i.e.: doo-rags, hair nets)

Facility issue shoes shall be exchanged on a one-for- one basis as they wear out.

CORRESPONDENCE INFORMATION

Advise all correspondents to provide the full address on all of your correspondence. Your A# or registration number must be noted on all incoming mail. The full address must also appear on all your outgoing correspondence as a return address.

YOUR MAILING ADDRESS WHILE AT THIS FACILITY IS:

Your Name: ______________________
Your "A"# / Register #: ______________
Otay Mesa Detention Center
P.O. Box 439049
San Diego, CA 92143-9049
Pod: ________

Detainees may not write to other detainees at other facility or within the Otay Mesa Detention Center without written approval of the Warden. Out-going mail, grievances, request for assistance, ICE requests and any other institutional correspondence can be placed in the drop boxes located in the dining halls for general population. Drop boxes for segregation and medical are located in their respective pods. All correspondence can be dropped off when going to the dining halls for meals and or designated boxes within the general population housing units. Collection times will be approximately 0700 hours Monday through Friday, excluding weekends and holidays.

During COVID Procedures for issuing and collection of correspondence: At 1800 hours, unit staff will distribute and collect detainee population U.S. Mail. A Release of Funds will accompany outgoing packages, priority, and certified correspondence, submit those items directly to the Case Manager/Unit Manager for processing to the business department to process before sending it to the mailroom.

Grievance: need to be completed and submitted to grievance box located in the housing unit. Grievance Officer will collect it once daily Monday to Friday excluding weekends and holidays. Grievance are considered special correspondence.

Sick-Call: Sick Call Face to Face Encounter form need to be completed and submitted to the medical box located in the unit. Medical will collect it once daily. The officer can assists you if you have trouble reading or writing. A registered nurse will review your request and you will be schedule for an appointment if necessary.

USMS Incoming general mail:

- USMS detainees General Correspondence: All incoming general correspondence will be opened, inspected and detainees will be provided a photocopy only. The photocopies will be placed in an envelope marked with the detainee's name, Reg No., and housing assignment. The correspondence will be then distributed to the detainee through normal mail delivery.
- If the contraband is a violation of the law, it may be referred for investigation/prosecution.
- Mail containing oily stains, discolorations, crystallization, excessive wrapping/tape/string is prohibited and will be returned to sender.
- Incoming photos are not to exceed in size of 5x7. (No Polaroid or laminated pictures)
- Mail containing stickers or greeting cards larger than 8 X 10 and or containing electronic or other non-paper parts are prohibited.
- Newspapers and publications must be sent directly from the publisher with prior approval, and will be inspected in the mailroom prior to distribution.
- Mail will be processed and delivered within twenty-four (24) hours of receipt excluding weekends and holidays.
- USMS detainees only: **Soft cover** books may be received at a limit five (5) per month. Books must come directly from the publisher, HamiltonBook.com LLC or Penguinrandomhouse.com or Harpercollins., with prior approval. You must receive a "signed" copy of the approval from the Unit Manger and Assistant Warden before placing the book order(s). Any book(s) received at the facility without prior approval will be returned to the publisher.

ICE Incoming general mail:

- ICE detainee General correspondence and other mail addressed to detainees will be opened and inspected in the detainee's presence, unless the facility administrator authorizes inspection without the detainee's presence for security reasons. Detainee mail will be inspected and searched without detainee presence prior to the detainee receiving general correspondence.
- If the contraband is a violation of the law, it may be referred for investigation/prosecution.
- Mail containing oily stains, discolorations, crystallization, excessive wrapping/tape/string is prohibited and will be returned to sender.
- Incoming photos are not to exceed in size of 5x7. (No Polaroid or laminated pictures)
- Mail containing stickers or greeting cards larger than 8 X 10 and or containing electronic or other non-paper parts are prohibited.
- Newspapers and publications must be sent directly from the publisher with prior approval, and will be inspected in the mailroom prior to distribution.
- Mail will be processed and delivered within twenty-four (24) hours of receipt excluding weekends and holidays.

Soft cover books may be received at a limit five (5) per month. Books must come directly from the directly from the publisher, or a bookstore, with prior approval.

CONTRABAND

Contraband includes material prohibited by law or regulation, or material that can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the facility. Any item in your possession that is considered contraband will be confiscated and removed from your possession. Some types of contraband can be mailed to a third party, or stored with the detainee's property. If a detainee chooses not to provide an appropriate mailing address within thirty (30) days, or is unable to pay the postage, the facility administrator, after contract agency concurrence, and after providing the detainee with written notice of intent to destroy the property along with information on how to retain the property in question. Refer to the Allowable Personal property list at the back of the handbook. Items, which are considered to be a detriment to the safety and orderly operation of the facility, are prohibited.

PROHIBITED CORRESPONDENCE

- Plans to escape
- Plans for criminal activities
- Plans to introduce contraband into or out of the facility
- Plans for activities in violation of facility rules
- Threats to the safety and security of facility order, discipline, or rehabilitation
- Information which, if communicated, would create a clear and present danger of violence and physical harm to a human being
- Letters or materials written in code or a foreign language when the resident understands English
- Correspondence which attempts to forward unauthorized correspondence to a third party
- Obscene material
- Correspondence which encourages deviate sexual behavior which is criminal, in violation of facility rules, detrimental to the rehabilitation of residents or determined by the Warden or designee to be detrimental to the safety and security of the facility (these materials include, but are not limited to: pictures, drawings, or photographs which display or suggest vaginal, rectal, or oral penetration by a person or object, ejaculation, bestiality, sadistic or masochistic behaviors, child pornography, or the suggestion of child pornography).
- Nude or sexually suggestive, provocative, offensive photos, prints, copies are unauthorized. They present a special concern for personal safety, security, and good order.
- Correspondence which may enable one (1) or more detainees/ residents to ascertain the time(s), date(s), and/or location(s) of upcoming off-site appointments or transports
- Personal identifying information (e.g. birth certificate, social security number, driver's license number, etc.) of individuals other than the resident's and his/her immediate family

- Suspicious correspondence (oily stains, discoloration, crystallization, excessive wrapping/tape/string, deformed packaging, etc.)
- Other correspondence for which rejection is reasonably related to a legitimate penalogical interest. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives or any other article that, if used or possessed, would endanger the preservation of order in the facility
- Any item which could be used to disguise or alter the appearance of a detainee
- Any article of clothing or item for personal use or consumption which has not been cleared first through the Facility Administrator or designee, or purchased by the detainee from the commissary
- Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/video recordings of detainees, staff, or government property
- Envelopes, stamps and blank writing paper received through incoming mail
- Any contraband, but is not limited to nuisance items that do not pose a direct and or immediate threat to safety but have the potential to create dangerous or unsanitary conditions in the facility

Facility Disposition for Prohibited Correspondence is:

☐ Returned to Sender ☐ Referred for Disciplinary Proceedings
☐ Retained for Further Investigation ☐ Forwarded to Law Enforcement Officials

When a Prohibited Correspondence form is issued by the mail room detainee has 24 hours to respond.

Outgoing general mail:

A mailbox is located in the main dining halls, segregation and medical.

1. All mail must have Detainee's full name, A number and return address (facility address).

Example: Your name____________________
Your A#/Register #__________________
Otay Mesa Detention Center
PO Box 439049
San Diego, CA 92143-9049
Pod _______

2. ICE detainees all outgoing mail must be sealed.
3. US Marshal Service detainee's out going correspondence will be screened for contraband. Mail must be unsealed and the flap folded inside when dropping it into the receptacle.

Special correspondence:

"Special mail" means correspondence directed to or received from any of the following persons:

The President and Vice President of the USA	Parole, State Legislature, State Courts, and State Probation
Secretaries of the Army, Navy, and Air Force	Officers of other Federal and State Law Enforcement Offices
US Courts (including Probation Offices)	Personal Attorneys and Representatives of the News Media
Director of the Attorney-General	US Public Health Services
State Attorney General and Prosecuting Attorneys	Director of State Departments of Corrections, State
Members of Congress	State Governors
The US Department of Justice	Embassies and Consulates

Properly identified "special mail" will only be opened and inspected for contraband, but not read by staff in the presence of the detainee.

- The sender must be adequately identified. The envelope is to be marked "*special/legal mail—open only in the presence of the detainee*".
- Mail from the chambers of the judge and from members of the US Congress, which is clearly identified, will not require special mail marking.
- It is the detainee's responsibility to advise their attorney of the proper procedure for identifying attorney/client correspondence.
- The pod staff is responsible for pick up from the mailroom and delivery of special/legal mail.

- Suspicious correspondence (oily stains, discoloration, crystallization, excessive wrapping/tape/string, deformed packaging, etc.)
- Other correspondence for which rejection is reasonably related to a legitimate penalogical interest. Any dangerous drug, narcotic drug, marijuana, intoxicating liquor of any kind, deadly weapons, dangerous instruments, explosives or any other article that, if used or possessed, would endanger the preservation of order in the facility
- Any item which could be used to disguise or alter the appearance of a detainee
- Any article of clothing or item for personal use or consumption which has not been cleared first through the Facility Administrator or designee, or purchased by the detainee from the commissary
- Cameras, video, audio, or related equipment that can be used to make unauthorized photographs or audio, or audio/video recordings of detainees, staff, or government property
- Envelopes, stamps and blank writing paper received through incoming mail
- Any contraband, but is not limited to nuisance items that do not pose a direct and or immediate threat to safety but have the potential to create dangerous or unsanitary conditions in the facility

Facility Disposition for Prohibited Correspondence is:

☐ Returned to Sender ☐ Referred for Disciplinary Proceedings

☐ Retained for Further Investigation ☐ Forwarded to Law Enforcement Officials

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Director of the Attorney-General	US Public Health Services
State Attorney General and Prosecuting Attorneys	Director of State Departments of Corrections, State
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- Mail from the chambers of the judge and from members of the US Congress, which is clearly identified, will not require special mail marking.
- It is the detainee's responsibility to advise their attorney of the proper procedure for identifying attorney/client correspondence.
- The pod staff is responsible for pick up from the mailroom and delivery of special/legal mail.

- Outgoing Special Correspondence will be sealed in the housing unit prior to being dropped in the outgoing mail for ICE and USMS detainees.

Restricted mail:
Detainees may be placed on restricted correspondence, for security reasons.

POSTAGE ALLOWANCE FOR INDIGENT STATUS

Writing material, pencils and pre-stamped as "Indigent" envelopes will be provided to indigent detainees to mail a reasonable amount of mail each week, including at least seven (1oz.) pieces of special correspondence and three (1oz) pieces of general correspondence. To qualify for indigent status, you should have less than $15.00 for ICE detainees or $3.00 for USM detainees in your account for thirty 30 days. Weekly requests will be processed on Fridays by the business department and envelopes issued. It is your responsibility to submit a request for indigent status in order for it to be processed, to receive the three (3) one (1) ounce envelopes. Indigent out-going mail must be clearly identified by the pre-stamped "Indigent" envelope for processing. If you require writing implements, paper and envelopes see your pod team.

RETURNED MAIL

All returned mail and packages will be opened and inspected to prevent the introduction of contraband. **Returned legal mail will be opened in the presence of the detainee and the correspondence will be examined and read to the degree necessary to determine if it was sent out by the detainee and that it was not opened or tampered with before its return to the facility.**

Incoming Packages:

1. Detainees are not allowed to receive packages, except ICE detainees. Release clothing may be sent as approved by the Unit Manager and ICE. If approved, the release clothing will be sent within thirty (30) days of release/deportation. The contents of the package will be inventoried and a copy of the inventory given to the detainee and the original copy placed with the property in storage. Contents of the package will not be given to the detainee prior to release under any circumstances.
2. Packages will be checked to ensure that they contain only the items authorized by the Unit Manager.
3. **Packages that contain unauthorized materials will be returned to the sender in its entirety.**
4. Packages not approved in advance will be sent back.
5. After approval to receive books is given on a package authorization form by the Unit Manager; only soft cover books from a bookstore or an authorized publisher are approved. The address of the publisher must be provided on the form.

OUTGOING PACKAGES

Mailing packages out of the facility may occur as follows:

1. Hobby/craft materials, etc. will be mailed at the detainee's expense and during special events that will be posted in advance.
2. Personal items will also be mailed at the detainee's expense, as approved by the Unit Manager.
3. Any outgoing packages will be packaged and sealed in the presence of the Unit Management staff.
4. The Unit Manager, Case Manager or Correctional Counselor will deliver the package to the mailroom.

CERTIFIED MAIL

Certified mail services, at the detainee's expense, may be requested through your Correctional Counselor, Case Manager or Unit Manager.

Copies of legal materials: In accordance with institution procedures, detainees may copy **approved** materials necessary for their legal matters.

REQUEST FOR ASSISTANCE

The Detainee Request for Assistance Form is used to make a written request to a staff member. Any type of request can be made through the tablet system or on the paper form. Request forms may be obtained from the housing staff. Staff members who receive a request will answer the request in a reasonable amount of time, ICE - 3 business days, USM - 5 business days.

ICE GRIEVANCE INFORMATION

The expectation is that to the greatest extent possible, staff and detainees will mutually resolve most complaints and grievances orally and informally during their daily interaction. Detainees have the right to file an informal or a formal grievance utilizing the forms available in all the housing pods. Grievances may also be submitted through the tablets located in each housing unit. A detainee may file a formal grievance at any time during, after, or in lieu of lodging an informal complaint.

1. A grievance can cover a single complaint, or a cluster of closely related issues.
2. A detainee may not submit a grievance on the behalf of another detainee or grieve for another detainee.
3. Detainees are prohibited in participating in group petitions.
4. A detainee may obtain assistance from another detainee in the same housing pod, the housing officer, other facility staff, family members, legal representatives and non-governmental organizations in preparing a grievance. Assistance for detainees with impairments or disabilities is available through interpretation / translation services for detainees with limited English proficiency (LEP) and assistance for detainees with limited literacy.
5. All grievances must have a requested action, and be signed and dated by the detainee filing the grievance.
6. Grievances are to be placed in the correspondence boxes located in dining halls, housing unit or in medical/segregation for those not living in general population. Detainees are encouraged to keep the pink copy for reference.
7. Medical grievances are to be placed in the medical grievance box.
8. Grievances will be picked up from the correspondence drop boxes Monday through Friday, excluding weekends and holidays.
9. No detainee will be harassed, disciplined, or otherwise retaliated against for filing a complaint or grievance.
10. Emergency grievances in which the potential for personal injury or irreparable harm exists are given directly to a supervisor. If the shift supervisor concurs that the grievance represents an emergency it will be addressed within 24hrs.
11. Established Pattern of Abuse of the Grievance System: If a detainee establishes a pattern of filing nuisance complaints or otherwise abusing the grievance system, the facility administrator may identify that person in writing, as one for whom not all subsequent complaints be fully processed. However, feedback shall be provided to the detainee and that records shall be maintained on grievances that are rejected.
12. ICE Detainee at any point can file a complaint directly to the Department of Homeland Security (DHS) OIG about staff misconduct, physical or sexual abuse or civil rights violations; complaints may be filed by calling the DHS OIG Hotline at 1-800-323-8603 / speed dial 518# or by writing to: *Office of Inspector General*/MAIL STOP 0305. *Department* of Homeland Security 245 Murray Lane SW *Washington, DC 20528*-0305
13. NON-GRIEVABLE ISSUES
    - State and Federal court decisions;
    - State and Federal laws and regulations;
    - Final decisions on grievances
    - Contracting agency (ICE, state department of corrections, etc.) policies, procedures, decisions, or matters (i.e., institutional transfers, parole and probation decisions, etc.);
    - Property issues (all property issues must be addressed in accordance with property procedures in place at the facility);
    - **NOTE:** Contracting agency policies, procedures, decisions, or matters shall be grieved in accordance with the regulations of the applicable contracting agency.

Informal Resolutions:
Inmates/Residents may utilize the informal resolution process concerning question, disputes, or complaints prior to the submission of a formal grievance. If an inmate/resident is not satisfied with the results of the informal resolution process, the inmate/resident may file a formal grievance. The informal resolution process will be no more that fifteen (15) Calendar days.

Formal Grievance:

1. Designated Grievance Officer(s) i.e. pod management staff or department head will act on the grievance within 5 working days of receipt, providing a written response to detainees who filed formal grievances, including the basis for the decision. A detainee can appeal the decision if dissatisfied to the next level, the Grievance Appeal Board, by filling out page 2. Grievance appeals must be submitted in the grievance box within 5 days of detainee receipt from the initial response.
   If a grievance was submitted via tablet, the process will be the same electronically.

2. The Grievance Appeal Board shall review and provide a decision on the grievance within 5 business days of receipt of the appeal. A detainee can appeal the decision if dissatisfied to the next level, the Facility Administrator, by filling out page 2. Grievance appeals must be submitted the grievance box within 5 days of detainee receipt from the GAB response. If a grievance was submitted via tablet, the process will be the same electronically.

3. The Facility Administrator shall review the grievance appeal and issue a decision within 5 business days of receipt of the appeal. A detainee can appeal the decision of the Facility Administrator; to ICE if dissatisfied. Appeals must be submitted in the ICE box. If a grievance was submitted via tablet, the process will be the same electronically.

EMERGENCY GRIEVANCES ICE

If the subject matter of the grievance is such that compliance with the regular time guidelines would subject the detainee to risk of personal injury, the detainee may request that the grievance be considered an emergency grievance. The emergency grievance must detail the basis for requiring an immediate response. When the grievance is of an emergency nature, utilization of the informal resolution process is not required. Submit grievance to the designated grievance mail box, or give it directly to the Grievance Officer (Department Head).
It will immediately forward to an individual authorized to serve as Administrative Duty Officer below the rank of Warden/Administrator for a response. Who will then take action to resolve the grievance within one (1) calendar day of receipt of the grievance and provide a written response to the detainee.

NOTE: If it is determined that the grievance is not of an emergency nature, the standard procedures for a formal grievance will be followed.

USMS GRIEVANCE INFORMATION

The expectation is that to the greatest extent possible, staff and detainees will mutually resolve most complaints and grievances orally and informally during their daily interaction. Detainees have the right to file an informal or a formal grievance utilizing the forms available in all the housing pods. Grievances may also be submitted through the tablets located in each housing unit. A detainee may file a formal grievance at any time during, after, or in lieu of lodging an informal complaint.

1. A grievance can cover a single complaint, or a cluster of closely related issues.
2. A detainee may not submit a grievance on the behalf of another detainee or grieve for another detainee.
3. Detainees are prohibited in participating in group petitions.

4. A detainee may obtain assistance from another detainee in the same housing pod, the housing officer, other facility staff, family members, legal representatives and non-governmental organizations in preparing a grievance. Assistance for detainees with impairments or disabilities is available through interpretation / translation services for detainees with limited English proficiency (LEP) and assistance for detainees with limited literacy.
5. All grievances must have a requested action, and be signed and dated by the detainee filing the grievance.
6. Grievances are to be placed in the correspondence boxes located in dining halls, housing unit or in medical/segregation for those not living in general population. Detainees are encouraged to keep the pink copy for reference.
7. Medical grievances are to be placed in the grievance box.
8. Grievances will be picked up from the correspondence drop boxes Monday through Friday, excluding weekends and holidays.
9. No detainee will be harassed, disciplined, or otherwise retaliated against for filing a complaint or grievance.
10. Emergency grievances in which the potential for personal injury or irreparable harm exists are given directly to a supervisor. If the shift supervisor concurs that the grievance represents an emergency it will be addressed within 24hrs.
11. **Established Pattern of Abuse of the Grievance System**
    a. If a detainee establishes a pattern of filing nuisance complaints or otherwise abusing the grievance system, the facility administrator may identify that person in writing, as one for whom not all subsequent complaints be fully processed. However, feedback shall be provided to the detainee and that records shall be maintained on grievances that are rejected.
12. **These grievance procedures are not used to seek review or remedy of the following:**
    - State and federal court decisions;
    - State and federal laws and regulations;
    - U.S. Marshals Service (USMS) standards, decisions, or matters;
      NOTE: USMS standards, decisions, or matters shall be grieved in accordance with the regulations of the USMS.
    - Disciplinary actions (all disciplinary action must be addressed in accordance with disciplinary procedures in place at the facility);
    - Property issues (all property issues must be addressed in accordance with property procedures in place at the facility); Classification status (all classification status must be addressed in accordance with classification procedures in place at the facility); and
    - Alleged PREA (Prison Rape Elimination Act) incidents. Should a report be submitted and received as a detainee grievance, it will be immediately referred to the facility Investigator or Administrative Duty Officer (ADO) and processed in accordance with CoreCivic Policy 14-2 Sexual Abuse and Prevention and Response (USMS).

INFORMAL RESOLUTIONS:

Informal Grievance Process:

Detainees may utilize the informal resolution process concerning questions, disputes, or complaints prior to the submission of a formal grievance. Unless unusual circumstances are present, the detainee will receive a response to an informal grievance three calendar days of submission. If a detainee is not satisfied with the results of the informal resolution process, the detainee may file a formal grievance.

Formal Grievances:

Designated Grievance Officer(s) i.e. pod management staff or department head will act on the grievance within 3 business days of receipt, providing a written response to detainees who filed formal grievances.

Detainees may appeal the decision if dissatisfied with the decision to the facility administrator by filling out page 2. The detainee must file the appeal within fifteen (15) calendar days of the response date listed on pg. 2 of the 14-105B Detainee Grievance form. The detainee will receive a response within twenty (20) calendar days of submission. If a grievance was submitted via tablet, the process will be the same electronically.

If a detainee is not satisfied with the appeal decision the detainee may file pg. 3 2nd level appeal to the Division Managing Director. The detainee will receive a response (30) calendar days of submission by the Division Managing Director and this decision is final. If a grievance was submitted via tablet, the process will be the same electronically.

EMERGENCY GRIEVANCES USM

If the subject matter of the grievance is such that compliance with the regular time guidelines would subject the detainee to risk of personal injury, the detainee may request that the grievance be considered an emergency grievance. The emergency grievance must detail the basis for requiring an immediate response. When the grievance is of an emergency nature, utilization of the informal resolution process is not required. Submit grievance to the designated grievance mail box, or give it directly to the Grievance Officer (Department Head).

It will immediately forward to an individual authorized to serve as Administrative Duty Officer below the rank of Warden/Administrator for a response. Who will then take action to resolve the grievance within one (1) calendar day of receipt of the grievance and provide a written response to the detainee.

NOTE: If it is determined that the grievance is not of an emergency nature, the standard procedures for a formal grievance will be followed.

ICE CLASSIFICATION SYSTEM

1. After the detainee has been processed by intake, they will be classified in intake.
2. Classification staff will interview and assess all detainees to determine their classification level.
3. Based on the results of classification interview and assessments, all detainees will be placed in a custody level. New arrivals are generally classified by criminal convictions when assessing the criminal record reports. Use of convictions for classification will be limited, as suggested by the following guidelines.
   - **ICE Level 1 Classification**
     May not be co-mingled with Level 3 Detainees
     May not include any detainee with a felony conviction that included an act of physical violence.
     May not include any detainee with an aggravated felony conviction.
     May include detainees with minor criminal records and nonviolent felonies.
   - **ICE Level 2 Classification**

May not include any detainee whose most recent conviction was for any offense listed under the "HIGHEST" section of the severity of offense guideline.

May not include any detainee with a pattern or history of violent assaults, whether convicted or not. A pattern is considered established for purposes of this guideline when an arrest record reveals two or more arrests in a five-year period for assault where force was used against another person with the intent to commit bodily injury.

May not include any detainee convicted for assault on a correctional officer while in custody or where a previous institutional record suggests a pattern of assaults while in custody.

- **ICE Level 3 Classification**

  Level 3 detainees shall not be assigned work duties outside their assigned living pods

USMS CLASSIFICATION SYSTEM

USMS CLASSIFICATION SYSTEM

1. After the detainee has been processed by Intake, they will be classified in intake.
2. Classification staff will interview and assess all detainees to determine their classification level.
3. Based on the results of classification interview and assessments, all detainees will be placed in a custody level. New arrivals are generally classified by I-129 Custody Detention Report, Federal, State and Local Law Enforcement documentation and any STG affiliation.
4. The Case Manager/Unit Manager will review the detainee's file and any supporting information as well as interview the detainee.
5. Classification process reviews custody classification of prisoners housed in general population every 30 days and those in RHU every 7 days.

USMS Moderate Classification

- *Restricted to working inside the secure perimeter.*

USMS High Classification

- Restricted to working inside the housing unit/pod.

Note: Detainers and STG status also impact the voluntary work programs,

See your Case Manager or Unit Manager for any questions you have concerning your classification / work status.

Classification appeals will directed to your Unit Manager or Case Manager

GANGS / SECURTY THREAT GROUPS (STG)

Detainees are prohibited from participating in GANG/STG activities. Detainees are not allowed to intimidate and control other detainees, staff or the public, while in custody. There is zero tolerance! STG/Gangs Security Threat Groups/Gangs are defined as disruptive and deviant groups. Any detainee, directly or indirectly, associated with gang or STG activity will be subject to disciplinary actions. All incidents will be investigated and reported to the contracting agency and can be used in your case. (ie: U.S. Marshal Services, ICE Immigration and Customs Enforcement, FBI, local law enforcement agencies and Department of Justice (DOJ)). Participating in GANG/STG activities may impact your custody classification level.

DOJ - Prison Rape Elimination Act (PREA) USM DETAINEES

The Prison Rape Elimination Act (PREA) was passed by Congress in 2003, to prevent, detect, and respond to sexual abuse and assault in all confinement facilities. In compliance with these Standards, DOJ/USMS, CoreCivic and the Otay Mesa Detention Center have established a Zero Tolerance Policy against all forms of Sexual Abuse and Sexual Assault.

This facility utilizes multiple strategies for prevention of sexual abuse and intervention to respond to sexual abuse. These include, but are not limited to, screening to identify victims and abusers, appropriate numbers of staff on the units, video surveillance, and trained investigators and trained medical and mental health staff.

DEFINITIONS AND EXAMPLES OF SEXUAL ABUSE

All forms of sexual abuse and assault by an inmate/detainee against another inmate/detainee is prohibited. If another inmate/detainee forces you or tries to force you to engage in a sex act, touches the sexual parts of your body, forces you or tries to force you to touch the sexual parts of their body, or uses threats or intimidations to pressure you to engage in sex, it is sexual abuse. The following are the definitions of Inmate-on-Inmate Sexual Abuse and/or Assault found in DOJ Standards:

Sexual Abuse of an Inmate/Detainee, by another Inmate/Detainee – Any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
(2) Contact between the mouth and the penis, vulva, or anus.
(3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
(4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

All forms of sexual acts between an inmates/detainees and a staff member (including contract guards, medical professionals, and volunteers) are prohibited and against the law, regardless of whether they are consensual. If a staff member tries to or actually does have sex with you, intentionally touches you in a sexual manner, makes sexual advances or repeated sexual comments, displays his or her genitals, or engages in voyeurism, it is sexual abuse.

Sexual Abuse of an Inmate/Detainee, by an Employee, Contractor or Civilian – Any of the following acts, with or without consent of the inmate/detainee:

(1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
(2) Contact between the mouth and the penis, vulva, or anus.
(3) Contact between the mouth and any body part where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
(4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument that is unrelated to official duties or where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
(5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the employee, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
(6) Any attempt, threat, or request by an employee, contractor, or volunteer to engage in the activities outlined above in (1) - (5) of this section.
(7) Any display by an employee, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate/detainee, and
(8) Voyeurism by an employee, contractor, or volunteer

Sexual Harassment – Includes any of the following acts:
(1) Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee, directed toward another; and
(2) Repeated verbal comments or gestures of a sexual nature to an inmate/detainee, by an employee, contractor or volunteer including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism – An invasion of privacy of an inmate/detainee by an employee, contractor, or volunteer for reasons unrelated to official duties, such as peering at an inmate/detainee who is using a toilet in his or her cell to perform bodily functions; requiring an inmate/detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate/detainee's naked body or of an inmate/detainee performing bodily functions.

HOW TO REPORT

You have the right to be free from sexual abuse by another inmate/detainee or a staff member (including a contractor or volunteer). You have the right to be able to report allegations, have them taken seriously, and have them investigated. If you are the victim of sexual abuse or you are threatened with sexual abuse, you should verbally report this immediately to any staff member. Witnesses to any act of sexual abuse are also encouraged to report this immediately and may remain anonymous. The agency shall also provide at least one way for inmates/detainees to report abuse or harassment to a public or private entity or office that is not part of the agency, and that is able to receive and immediately forward inmate/detainee reports of sexual abuse and sexual harassment to agency officials, allowing the inmate/detainee to remain anonymous upon request.

- You may report incidents or allegations to any staff member either verbally or in writing. While all staff will handle your report in a professional manner, you do not have to first report to your housing unit officer or immediate staff supervisor if you do not feel comfortable.
- Report the incident or allegation to Health Services, Mental Health, or the facility Chaplain
- Submit a letter marked "confidential" and send it to the Warden.
- File an emergency grievance. Emergency grievances on allegations of sexual abuse are removed from the standard time frame for response and are forwarded for immediate investigation.
- The DOJ Office of Inspector General (OIG) is independent and objective. While attached to the Department of Justice, the OIG remains independent from DOJ and CoreCivic. You may report to them (including an anonymous report) by calling 1-800-869- 4499. You can also write to the OIG at:

DOJ Office of Inspector General
Attention: U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue NW
Washington, D.C. 20530

- For anonymous PREA reporting write to:

San Diego County Sheriff's Department Imperial Beach Substation
845 Imperial Beach Boulevard
Imperial Beach, CA 91932

Note: Any method that you use other than reporting directly to a staff member may delay receipt of immediate assistance.

When reporting a PREA incident, assistance is available if you have an impairment or disability. Interpretation/translation services for inmates/detainees with Limited English proficiency (LEP), and limited literacy are available. Please alert any staff so that you can be assisted with this process. Staff are available to properly communicate your concerns.

The mailroom will not open or read any letters addressed to the DOJ, OIG, local law enforcement, the Community Center for Solutions, or your consular official.

Information concerning your identity and the facts of your report will be limited to only those who need to know. Any report of sexual abuse, or fear of being abused or assaulted, will not negatively affect your court case. No one can retaliate against you in any way for reporting sexual abuse or assault.

A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred does not constitute falsely reporting an incident or lying even if the investigation does not establish evidence to substantiate the allegation.

RESPONSE TO SEXUAL ASSAULT

If you are the victim of sexual abuse, staff will respond to assist you. First responders will separate you from your abuser, if known, or may ask you some brief questions to learn his/her identity. Staff may request that you do not eat, drink, brush your teeth, change clothing, use the toilet, or shower in order to preserve evidence. You will be taken to facility Health Services for evaluation and treatment of any injuries.

All allegations of sexual abuse that may be criminal in nature are referred to law enforcement for investigation. At this facility, criminal investigations are conducted by the **San Diego County Sheriff's Department**. They may request that the facility send you to the hospital for a forensic medical exam to gather evidence. This can only be done if the incident is reported timely and is within the period of time where evidence can be gathered. You will be offered a victim advocate to accompany you through the forensic exam and the investigatory interviews. You have the right to decline the forensic exam or the victim advocate. You will also receive Notification of the outcome of the investigation once it has been completed. At any time during the interview/investigation, you may request a Victim Advocate.

RETALIATION

You have the right to be protected from retaliation by staff and other inmates/detainees for making reports of sexual abuse. You will not be placed in restrictive housing (Seg) solely because you have made a report or are a victim of sexual abuse. A staff person will be assigned to conduct retaliation monitoring. This person will meet with you after the report has been made and at least 90 days after to ensure that you have not been the victim of retaliation from staff or other inmate/detainees for making the report. Retaliation monitoring will stop if the allegation is determined to be unfounded.

EMOTIONAL SUPPORT SERVICES

You have the right to receive treatment and counseling. The facility has full-time Mental Health staff available that you may contact at any time. If you have been the victim of sexual abuse whether inside of a correctional facility or in the community, the Otay Mesa Detention Center has a number available for you to call and obtain emotional support. Trained counselors will speak with you and provide counseling and/or crisis intervention. The **Center for Community Solutions (CCS) provides this service. You may call them by dialing (858) 272-5777** on any inmate/detainee pay phone. This is a free call. Calls to this number will be confidential and will not be monitored or recorded. Center for Community Solutions number is not a number to report an incident or allegation of sexual abuse. It is for emotional support services. **You may also write to the Center for Community Solutions at:**

Center for Community Solutions (CCS)
4508 Mission Bay Drive, San Diego, CA 92109
CCS is a mandatory reporter for sexual abuse/PREA

When you call the **Center for Community Solutions** hotline number, you will be advised that anything that you disclose that may indicate self-harm, harm to another, or abuse of a child will be reported as required by mandatory reporting laws. All calls are confidential, and information is not reported to law enforcement unless it meets these criteria.

Other available reporting is:
Victim Advocacy California Coalition Against Sexual Assault 1215 K Street, Suite 1850, Sacramento, CA 95814
National Hot Line: 1-800-799-7233

TIPS FOR SELF PROTECTION AND AVOIDING SEXUAL ABUSE

- Pay attention to your surroundings.
- Carry yourself in a confident manner at all times.
- Do not accept gifts or favors from others. They usually come with "strings attached"
- Do not accept an offer from another detainee to be your protector or "friend."
- Find a staff member with whom you feel comfortable discussing your fears and concerns. Confide in him/her if you feel threatened.
- Be alert! Do not use contraband such as drugs or alcohol, as they will weaken your ability to be alert and make good choices.
- Be direct and firm when others ask you to do things that you do not want to do.
- Do not give mixed messages to others regarding your wishes for sexual activity.
- Choose your acquaintances wisely.

INDICATORS OF SEXUAL ABUSE

Please be aware of any fellow detainees who display signs of having been sexually abused. These would include, but are not limited to the following:

- Concentration difficulties
- Emotional outbursts
- Memory loss
- Restlessness
- Anger issues
- Stress
- Suicidal Thoughts
- Depression
- Difficulty with daily routines
-

Report this to a member of the staff and encourage the detainee to seek medical or mental health attention

DHS - Sexual Abuse Assault and Intervention (SAAPI) ICE DETAINEES

The Prison Rape Elimination Act (PREA) was passed by Congress in 2003. On March 7, 2014, the Department of Homeland Security (DHS) issued regulations setting standards to prevent, detect, and respond to sexual abuse and assault in DHS confinement facilities. In compliance with these Standards, ICE, CoreCivic and the Otay Mesa Detention Center have established a Zero Tolerance Policy against all forms of Sexual Abuse and Sexual Assault.

This facility utilizes multiple strategies for prevention of sexual abuse and intervention to respond to sexual abuse. These include, but are not limited to, screening to identify victims and abusers, appropriate numbers of staff on the units, video surveillance, and trained investigators and trained medical and mental health staff.

DEFINITIONS AND EXAMPLES OF SEXUAL ABUSE

All forms of sexual abuse and assault by a detainee against another detainee is prohibited. If another detainee forces you or tries to force you to engage in a sex act, touches the sexual parts of your body, forces you or tries to force you to touch the sexual parts of their body, or uses threats or intimidations to pressure you to engage in sex, it is sexual abuse. The following are the definitions of Detainee-on-Detainee Sexual Abuse and/or Assault found in DHS Standards:

Sexual abuse of a detainee by another detainee includes any of the following acts by one or more detainees who, by force, coercion, or intimidation, or if the victim did not consent or was unable to consent or refuse, engages in or attempts to engage in:

1. Contact between the penis and the vagina or anus and, for purposes of this subparagraph, contact involving the penis upon penetration, however slight.
2. Contact between the mouth and the penis, vagina, or anus.
3. Penetration, however slight, of the anal or genital opening of another person by a hand or finger or by any object.
4. Touching of the genitalia, anus, groin, breast, inner thighs, or buttocks, either directly or through the clothing, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or
5. Threats, intimidation, or other actions or communications by one or more detainees aimed at coercing or pressuring another detainee to engage in a sexual act.

All forms of sexual acts between a detainee and a staff member (including contract guards, medical professionals, and volunteers) are prohibited and against the law, regardless of whether they are consensual. If a staff member tries to or actually does have sex with you, intentionally touches you in a sexual manner, makes sexual advances or repeated sexual comments, displays his or her genitals, or engages in voyeurism, it is sexual abuse. The following are the definitions of Staff-on-Detainee Sexual Abuse and/or Assault found in DHS PREA Standards:

Staff-on-Detainee sexual abuse includes any of the following acts, if engaged in by one or more staff members, volunteers, or contract personnel who, with or without the consent of the detainee, engage in or attempts to engage in:
1. Contact between the penis and the vagina or anus and, for purposes of this paragraph, contact involving the penis upon penetration, however slight.
2. Contact between the mouth and the penis, vagina or anus.
3 .Penetration, however slight, of the anal or genital opening of another person by a hand or finger or by any object that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
4 .Intentional touching of the genitalia, anus, groin, breast, inner thighs or buttocks, either directly or through the clothing, which is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
5. Threats, intimidation, harassment, indecent, profane or abusive language, or other actions or communications aimed at coercing or pressuring a detainee to engage in a sexual act.
6. Repeated verbal statements or comments of a sexual nature to a detainee.
7. Any display of his or her uncovered genitalia, buttocks, or breast in the presence of a detainee, or.
8. Voyeurism, which is defined as the inappropriate visual surveillance of a detainee for reasons unrelated to official duties. Where not conducted for reasons relating to official duties, the following are examples of voyeurism: staring at a detainee who is using a toilet in his or her cell to perform bodily functions; requiring a detainee to expose his or her buttocks, genitals, or breasts; or taking images of all or part of a detainee's naked body or of a detainee performing bodily functions.

HOW TO REPORT -You have the right to be free from sexual abuse by another detainee or a staff member (including a contractor or volunteer). You have the right to be able to report allegations, have them taken seriously, and have them investigated. If you are the victim of sexual abuse or you are threatened with sexual abuse, you should verbally report this immediately to any staff member. Witnesses to any act of sexual abuse are also encouraged to report this immediately and may remain anonymous. The Otay Mesa Detention Center has multiple ways for detainees to report sexual abuse.

- You may report incidents or allegations to any staff member either verbally or in writing. While all staff will handle your report in a professional manner, you do not have to first report to your housing unit officer or immediate staff supervisor if you do not feel comfortable.
- Report the incident or allegation to Health Services, Mental Health, or the facility Chaplain

- Submit a letter marked "confidential" and send it to the Warden.
- File an emergency grievance. Emergency grievances on allegations of sexual abuse are removed from the standard time frame for response and are forwarded for immediate investigation.
- The DHS Office of Inspector General (OIG) is independent and objective. While attached to the Department of Homeland Security, the OIG remains independent from ICE and CoreCivic. You may report to them (including an anonymous report) by calling 1-800-323- 8603 or 518#. You can also write to the OIG at:

DHS Office of Inspector General
Attention: Office of Investigations Hotline
245 Murray Drive, SW
Building 410/Mail Stop 0305
Washington, DC 20528

- Contact the ICE Detention Reporting and Information Line (DRIL) at 1-888-351-4024 or 9116#. Language assistance is available.
- Contact the ICE Office of Professional Responsibility (OPR) at 833-442-3677
- Call or write to your consular official. Contact information is posted in your housing unit, or you can ask staff to provide this for you.
- State:
- Victim Advocacy California Coalition Against Sexual Assault 1215 K Street, Suite 1850, Sacramento, CA 95814
  National Hot Line: 1-800-799-7233
- For anonymous PREA reporting write to:

San Diego County Sheriff's Department Imperial Beach Substation
845 Imperial Beach Boulevard
Imperial Beach, CA 91932

Note: Any method that you use other than reporting directly to a staff member may delay receipt of immediate assistance.

When reporting a PREA incident, assistance is available if you have an impairment or disability. Interpretation/translation services for detainees with Limited English proficiency (LEP), and limited literacy are available. Please alert any staff so that you can be assisted with this process. Staff are available to properly communicate your concerns.

The mailroom will not open or read any letters addressed to the DHS OIG, local law enforcement, the rape crisis center, or your consular official.

Information concerning your identity and the facts of your report will be limited to only those who need to know.

Any report of sexual abuse, or fear of being abused or assaulted, will not negatively affect your immigration case.
No one can retaliate against you in any way for reporting sexual abuse or assault.

A report of sexual abuse made in good faith based upon a reasonable belief that the alleged conduct occurred does not constitute falsely reporting an incident or lying even if the investigation does not establish evidence to substantiate the allegation.

RESPONSE TO SEXUAL ASSAULT

If you are the victim of sexual abuse, staff will respond to assist you. First responders will separate you from your abuser, if known, or may ask you some brief questions to learn his/her identity. Staff may request that you do not eat, drink, brush your teeth, change clothing, use the toilet, or shower in order to preserve evidence. You will be taken to facility Health Services for evaluation and treatment of any injuries.

All allegations of sexual abuse that may be criminal in nature are referred to law enforcement for investigation. At this facility, criminal investigations are conducted by the San Diego County Sheriff's Department. They may request that the facility send you to the hospital for a forensic medical exam to gather evidence. This can only be done if the incident is reported timely and is within the period of time where evidence can be gathered. You will be offered a victim advocate to accompany you through the forensic exam and the investigatory interviews. You have the right to decline the forensic exam or the victim advocate. You will also receive Notification of the outcome of the investigation once it has been completed.

RETALIATION

You have the right to be protected from retaliation by staff and other detainees for making reports of sexual abuse. You will not be placed in restrictive housing (Seg) solely because you have made a report or are a victim of sexual abuse. A staff person will be assigned to conduct retaliation monitoring. This person will meet with you after the report has been made and at least 90 days after to ensure that you have not been the victim of retaliation from staff or other detainees for making the report. Retaliation monitoring will stop if the allegation is determined to be unfounded.

EMOTIONAL SUPPORT SERVICES

You have to receive treatment and counseling. The facility has full-time Mental Health staff available that you may contact at any time. If you have been the victim of sexual abuse whether inside of a detention facility or in the community, the Otay Mesa Detention Center has a number available for you to call and obtain emotional support. Trained counselors will speak with you and provide counseling and/or crisis intervention. The Center for Community Solutions (CCS) provides this service. You may call them by dialing (858) 272-5777 on any detainee pay phone. This is a free call. Calls to this number will be confidential and will not be monitored or recorded. Center for Community Solutions number is not a number to report an incident or allegation of sexual abuse. It is for emotional support services. You may also write to the Center for Community Solutions at:

Center for Community Solutions (CCS)
4508 Mission Bay Drive, San Diego, CA 92109
Center for Community Solutions is a mandatory reporter for sexual abuse/PREA

When you call the Center for Community Solutions hotline number, you will be advised that anything that you disclose that may indicate self-harm, harm to another, or abuse of a child will be reported as required by mandatory reporting laws. All calls are confidential, and information is not reported to law enforcement unless it meets these criteria.

ICE requires that the facility also post the phone number for the Rape, Abuse & Incest National Network (RAINN) 1-800-656-4673. RAINN will not provide counseling or services directly; however, they will route your call to the nearest rape crisis center based on the area code. In most cases this will be the rape crisis center posted by the facility.

TIPS FOR SELF PROTECTION AND AVOIDING SEXUAL ABUSE

- Pay attention to your surroundings.
- Carry yourself in a confident manner at all times.
- Do not accept gifts or favors from others. They usually come with "strings attached"
- Do not accept an offer from another detainee to be your protector or "friend."
- Find a staff member with whom you feel comfortable discussing your fears and concerns. Confide in him/her if you feel threatened.
- Be alert! Do not use contraband such as drugs or alcohol, as they will weaken your ability to be alert and make good choices.
- Be direct and firm when others ask you to do things that you do not want to do.
- Do not give mixed messages to others regarding your wishes for sexual activity.
- Choose your acquaintances wisely.

INDICATORS OF SEXUAL ABUSE

Please be aware of any fellow detainees who display signs of having been sexually abused. These would include, but are not limited to the following:

- Concentration difficulties
- Emotional outbursts
- Memory loss
- Restlessness
- Anger issues
- Stress
- Suicidal Thoughts
- Depression
- Difficulty with daily routines

Report this to a member of the staff and encourage the detainee to seek medical or mental health attention

DISCIPLINE INFORMATION

Rule of conduct/disciplinary procedure: You are expected to abide by established rules and facility schedules. These rules are posted in each housing pod and should be thoroughly reviewed immediately upon housing assignment. Negligence to a rule violation is not an acceptable defense against a disciplinary action.

A list of offenses and sanctions are included in the rules of conduct. There is an informal and formal discipline program. The informal procedure addresses minor infractions **(300-400 codes ICE**) and (**B. Minors Offenses USM**). The formal process will handle more serious offenses (**100-200 codes ICE**) and (**C. Major Offenses USM**). If you are involved in an incident that results in formal charges being placed against you, you will be given written notice of the charges and allowed a reasonable amount of time twenty-fours (24) hours from the time of receipt to defend yourself against the charges. A hearing will held at which time you may request assistance from a staff member or an interpreter, if necessary. A list of staff representatives is posted in each housing pod to assist detainees through the disciplinary process. Staff representatives include the Unit Manager, Case Manager, Counselors and Sergeants. You may call witnesses so long as it does not endanger institutional or individual safety. Following the rendering of a decision at the hearing you will be given a written record of the findings. You will be informed at the hearing about the process for contesting the disciplinary action. This process excluding the initial investigation shall not exceed 48 hours for ICE detainees and 7 days with the exception of weekends and holidays after the alleged violation for USM detainees.

Disciplinary Appeals:

ICE - Appeals will be submitted through the facility grievance procedures.

USMS - The inmate/resident is to be advised of their right to appeal the decision of the Disciplinary Board/Hearing Officer at the time they are provided the decision. The inmate/resident has up to 15 days within receipt of the decision to file an appeal

Disciplinary segregation:
Detainees in disciplinary segregation status will be subject to the loss of many privileges that are afforded to the general population, for instance:

1. A cell assignment in the special housing pod.
2. Restrictions are: One (1) family and friends **video** visitation will be afforded once in a 30 day period,
    a. one twenty (20) minute personal phone call each thirty (30) days,
    b. Three (3) showers per week and
    c. One (1) hour of recreation five (5) times per week.
3. Access to legal visiting is not restricted.
4. Access to law library materials will be provided through a request to library staff. Requested items will be brought to your cell in the special housing pod. Access to law library will be in the segregation satellite law library.
5. Allowable commissary items will be limited to personal hygiene items. Allowed personal property items are:
    a. Uniforms (3), towels (2), and one of the following items: toothpaste, toothbrush, deodorant, lotion, shampoo, comb/brush, pair of shower shoes, wash cloth, bible, Koran or religious scripture, prescription eye glasses/contact lenses (if needed), religious items, limited legal materials needed for an on-going (active) case, paper and pencil for general correspondence.
6. Upon arrival, you will be provided a property restriction and allowance form.
7. Other restricted activities/privileges may apply as recommended by the DHO and approved by the Warden or designee, or as prescribed by policy and procedure.

DETAINEE RULES AND REGULATIONS

The following rules and regulations are designed for your *health and safety* and to ensure a *sanitary facility* for your living comfort. Please read and adhere to these rules and all other rules and regulations as stated in the *Detainee Admission & Orientation Handbook*. Please be courteous and understanding to all staff and detainees!!! Thank you.

1. ***DO NOT TOUCH A STAFF FOR ANY REASON***
2. ***DETAINEES ARE NOT TO TOUCH ANOTHER DETAINEE (PREA)***
3. It is prohibited to draw, write, damage or deface the walls, windows, vents, lighting, desks, beds, telephone stands, chairs, tables, tablets, dayroom furniture, clothing or any other furnishings throughout this facility. Violators are subject to disciplinary action to include restitution for the damaged items, labor for the repairs, etc..
4. Stay three (3) feet away from the officer's podium.
5. Do not touch or loiter near the officer's desk, and do not touch or knock on the window, and stay away from connecting doors.
6. Do not loiter around the window or communicate with other detainees in the corridor.
7. Do not alter any clothing or other items in any way.
8. Do not roll pant legs above the ankle level. Do not tuck pant legs inside socks.
9. Do not leave personal items in dayrooms. It will be considered abandon property and will be confiscated. Take shoes, bowls, commissary items, etc. back to your room when not in use (SAFETY).
10. No shower shoes on the recreation yard. (SAFETY)
11. Plastic containers may contain only the original contents. Empty containers must be thrown away. ***Violations are considered contraband and will be confiscated.*** (HEALTH/SANITATION)
12. No cut off plastic jugs, other homemade bowls or medical issued equipment for food preparation or storage are not allowed. (HEALTH/SANITATION)
13. All meals will be consumed in the dining halls with the exception where satellite meals are served. No food will be stored for later use. (HEALTH/SANITATION)
14. During the cleaning of the pods, return and remain inside your cell/room. Stay out of the doorway.
15. Beds must be neatly made when you are not in your bed.
16. **No photos, pictures, magazines, sexually explicit or provocative material, calendars, paper, etc. may be affixed to the walls, doors, rest rooms, windows, beds, light fixtures, windowsills, or vents. *Vents may not be covered with anything at any time.***
17. Call for meal time will be announced once. There will be no second call.
18. ***Failure to report is considered refusal of the meal.***
19. Dayroom furniture is for sitting only. No laying.
20. **No sitting, standing or lying on stairway, tables, trash cans, or in cell doorways. No leaning on railings, congregating or sitting on top tier passageways, or standing in the entrance/exit doorways.** (SAFETY)
21. No horseplay, martial arts, shadow boxing, running, loud talking, shouting or slapping of game pieces. (SAFETY/SECURITY)
22. **No clotheslines.** No homemade shelves. Do not store any of your property on an empty or vacant bunk. Do not store items under your mattress. (SAFETY/SANITATION)
23. No Polaroid photos may be received via the mail. (SECURITY)
24. ID card must be clipped to your shirt pocket or left chest area and visible at all times outside of the unit. (ACCOUNTABILITY)
25. No spitting on the floors. (HEALTH/SANITATION)
26. No knocking, kicking, or banging on cell doors, windows, etc. (SAFETY/SECURITY)
27. ***No contact/communication with any detainee on lockdown status! Disciplinary action will result! (DO NOT APPROACH LOCKED CELL DOORS)*** (SAFETY/SECURITY)
28. No propping feet on walls, chairs or tables. (SANITATION)
29. Staff will be addressed as Officer, Mr. or Ms. with their last names only. (No first names.)
30. No vulgar or abusive language will be used toward staff, or in the presence of staff, at any time. (SECURITY)
31. Detainees are **NOT PERMITTED** to give, accept, sell or trade from any detainee property, including items of value, crafts and commissary items. Any such items will be considered contraband and will be confiscated.

32. Shaving, brushing teeth and washing of face is only allowed in shower/ sink area.
33. No bathing in any of the dayroom sinks.
34. No washing of clothing in the housing pods. Laundry service provided see unit posting.
35. Radios may only be worn while inside the pods and the recreation yard. No radios on work details, food lines, medical appointments, court, etc.
36. **Detainees are not permitted to be in any cell/dorm room but their own.**
37. Do not touch the television sets. Tampering with televisions may result in loss of television privileges.
38. Do not approach commissary line, unless called by the Commissary Staff. Violations may result in discontinuance of commissary distribution.
39. There are no assigned seats in the dayroom, dining halls or any other areas of the facility for any reason.
40. Gathering at dayroom tables will not exceed (6) six detainees. There is no reserving seats in dayroom furniture.
41. No staging or lining up shoes or clothing at the showers.
42. No staging or lining up food, cups or bowls at the microwaves.
43. Homemade make-up is prohibited
44. ***ADHERE TO ALL OTHER RULES AS INSTRUCTED BY ANY STAFF MEMBER.***

RIGHTS AND RESPONSIBILITIES

1. You have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.
2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
4. You have the responsibility to recognize and respect the rights of others in this regard.
5. You have the right to health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical treatment.
6. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters and to seek medical care as needed.
7. You have the right to have family members and friends visit with you in keeping with the facility rules and schedules.
8. It is your responsibility to conduct yourself properly during visits and to not accept or pass contraband.
9. You have the right to unrestricted and confidential access to the courts by correspondence.
10. You have the right to legal counsel from an attorney of your choice by means of interviews and correspondence at no cost to you from the United States Government.
11. It is your responsibility to obtain the services of an attorney honestly and fairly.
12. You have the right to have access to reading material for your own enjoyment. These materials may include approved magazines.
13. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
14. It is your responsibility to use those resources in keeping with the procedures and schedule prescribed and to respect the rights of other detainees to the use of the material.
15. You have the right to a wide range of reading material for your own enjoyment. These materials may include magazines, paperback books and newspapers sent from the publishers.
16. It is your responsibility to seek and utilize approved material for personal benefit, without depriving others of their equal rights to the use of this material.
17. You have the right to participate in a work program, as far as resources are available, and in keeping with your interests, needs and abilities.

18. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the facility and in the community. You will be expected to abide by the regulation governing the use of such activities.
19. You have the right to an administrative hearing before an Immigration Judge to determine your status in the United States.
20. It is your responsibility to seek and provide evidence for your defense.
21. If you are not an exclusion case and eligible, you have the right to be released on bond until your scheduled administrative hearing.
22. It is your responsibility to seek methods of payment for your bond.
23. You have the right to apply for political asylum if you believe that you will be persecuted because of your race, religion, nationality, membership in a social group or political opinion.
24. It is your responsibility to prepare and submit the proper forms accurately.

    to a hearing.
25. You have the right to request voluntary departure, if statutorily eligible, prior to a hearing but if you request voluntary departure you waive that right
26. It is your responsibility to inform an ICE Officer that you request voluntary departure

GENERAL SAFETY RULES

1. Removal of the blade of a disposable razor is strictly forbidden.
2. Detainees shall maintain their assigned living areas in a clean and fire safe condition.
3. Detainees shall make every effort to clean up liquid spills immediately/or watch over it until it can be cleaned up.
4. Detainees shall report any and all hazards to the appropriate supervisor and/or safety officer.
5. Detainees shall use extreme caution in all wet process areas, wet weather conditions and when utilizing showers to avoid slips and falls.
6. Detainees shall utilize proper lifting techniques in regards to all lifting tasks.
7. Detainees shall utilize the handrails when going up or coming down all stairs.
8. Detainees shall not store any form of chemicals, including cleaning supplies in their cells/rooms.
9. Detainees shall not lean back in any chair or stool. All chair legs must be in contact with the floor.
10. Detainees shall participate in all fire drills or other safety functions.
11. Detainees **shall use caution while getting on or off upper bunks**. The use of the desk, or stool is strictly prohibited. Violators are subject to disciplinary action.
12. Detainees shall not stand on toilet fixtures, sinks, desks, or structural fixtures.
13. Detainees shall utilize an appropriate step stool/ladder for any task requiring such. No detainee will be allowed to climb on a chair or other furniture in place of an approved step stool/ladder. All ladders will be carried by two (2) people at all times. While an employee/detainee is standing on such, another person will hold the ladder to provide additional support.
14. Detainees shall not store any food items in the cells/rooms that require refrigeration, i.e. items taken from meal trays, etc.
15. Any detainee who willfully destroys any fire safety equipment (i.e. sprinkler heads) will be charged with "destruction of fire safety equipment" under Public Health Title 19 Article 10 of the Uniform Fire Code. Conviction of such is punishable by imprisonment in a county jail, not exceeding one year, or by fine, not exceeding one thousand dollars or both.
16. Detainees shall adhere to the whistle and get down policy.

EMERGENCY AND FIRE EVACUATION

The following general safety rules will be adhered to by all detainees during an actual emergency/fire evacuation or during any drill.

1. Detainees will remain quiet and calm.
2. Detainees will not run, shove or otherwise act in a manner which can endanger their lives or the lives of others.
3. Detainees will do exactly as instructed/directed to do by the officer/employee.
4. Detainees will conduct themselves in a manner to not create any disturbance, interference or in any way or which would create other undesired problems.
5. Detainees will remain in their assigned/designated staging areas without wandering around until ordered to leave such areas by officer/employee.
6. Detainees will assist in any manner when directed to do so by an officer/employee.
7. Detainees will cooperate in all aspects and/or evacuation drill.
8. Detainees are not allowed to gather or bring personal belongings with them during any drill or actual emergency.
9. Detainees will be responsible for reviewing the posted emergency evacuation route maps, which are posted throughout the facility. Detainees are to ensure that they remain familiar with both the primary and secondary exits.
10. At no time will a detainee be permitted to re-enter his/her cell/ room or unit unless the area is deemed safe by the incident commander.
11. Detainees will immediately report any conditions which may hinder the safe and effective evacuation process to facility staff. Some examples of unsafe conditions would include, but are not limited to the following:
    a) Exit signs that have lights that are burnt out or flickering.
    b) Exit ways that are blocked or otherwise obstructed in a way that would prohibit a clear path or exit travel.
    c) Emergency exit route maps that have been removed, damaged or otherwise altered in such a way as to be unavailable or unreadable.

HAZARDOUS CHEMICALS

Each detainee shall strictly adhere to the following rules and regulations in regards to the use of all hazardous/toxic chemicals. Failure to comply with any of these rules/regulations may result in disciplinary action.

1. Detainees will not have in their possession any chemical, unless it has been issued to them by an officer/employee for the performance of their assigned task.
2. No detainee shall store any chemical in his/her assigned cell/room.
3. Upon completion of any cleaning task detainees shall return any unused chemical to the officer/employee on duty.
4. No detainee will enter into the chemical storage area unless they have been properly trained.
5. Detainees will upon being issued any chemical, check to ensure that it is labeled with the correct name of the chemical and ensure chemicals are in the right colored container.
6. No detainee will use any chemical from any container that is not properly labeled.
7. No detainee will perform any assigned task without proper personal protective equipment.
8. Detainees will use all chemicals in strict accordance with the manufactures recommendations or the guidelines of the material safety data sheet.
9. Horse playing with any chemical in strictly forbidden.
10. Detainees will use care, caution, and common sense when in possession of any chemical.
11. Detainees will report any safety violation to the officer/employee.
12. No detainee shall continue to work with any chemical or in any area that is deemed unsafe by the supervisor. If a detainee feels, after discussing a hazard with the supervisor that a hazard still exists, he/she should request that the supervisor contact the pod safety officer.

13. Any detainee that is exposed to a hazardous chemical shall immediately report such to the supervisor so that appropriate medical attention can be provided.
14. All detainees shall wash their hands after handling any chemical. Hands must be washed even though gloves were worn.
15. No detainee will knowingly, willfully or intentionally misuse, abuse or otherwise use any chemical in such a way as to create the possibility of any injury, illness or death.

PROHIBITED ACTS DISCPLINARY AND SEVERITY SCALE (ICE ONLY)

"GREATEST" OFFENSE CATEGORY

Code	Prohibited Act
100	Killing
101	Assaulting any person (includes sexual assault)
102	Escape from escort; escape from a secure facility
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of greatest severity, e.g.., a riot or an escape; otherwise the charge is classified as Code 218 or 321)
104	Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical explosive, escape tool, device, or ammunition.
105	Rioting
106	Inciting others to riot
107	Hostage-taking
108	Assaulting a staff member or any law enforcement officer with bodily harm
109	Threatening a staff member or any law enforcement officer with bodily harm
198	Interfering with a staff member in the performance of duties (conduct must be of the greatest severity). This charge is to be used only if another charge of greatest severity is not applicable.
199	Conduct that disrupts or interferes with the security or orderly running of the facility (conduct must be of the greatest severity). This charge is to be used only if another charge of greatest severity is not applicable.

Sanctions

A. Initiate criminal proceedings
B. Disciplinary transfer (recommended)
C. Disciplinary Segregation (up to 60 days)
D. Make monetary restitution, if funds are available
E. Loss of privileges (e.g., commissary, vending machines, movies, recreation, etc.)

"HIGH" OFFENSE CATEGORY

(ICE ONLY)

Code	Prohibited Acts
200	Escape from unescorted activities, open or secure facility, without violence.
201	Fighting, boxing, wrestling, sparring, and any other form of physical encounter, including horseplay that causes or could cause injury to another person; except when part of an approved recreational or athletic activity.
202	Possession or introduction of an unauthorized tool.
203	Loss, misplacement, or damage of any restricted tool
204	Threatening another with bodily harm
205	Extortion, blackmail, protection and demanding or receiving money or anything of value in return for protection against others, avoiding bodily harm, or avoiding a threat of being informed against.
206	Engaging in sexual acts
207	Making sexual proposals or threats
208	Wearing a disguise or mask
209	Tampering with or blocking any locking device
210	Adulteration of food or drink
211	Possession, introduction, or use of narcotic paraphernalia, or drugs not prescribed for individual by the medical staff.
212	Possessing an officer's or staff member's clothing
213	Engaging in or inciting a group demonstration
214	Encouraging others to participate in a work stoppage or refuse to work
215	Refusing to provide a urine sample or otherwise cooperate in a drug test
216	Introducing alcohol into the facility
217	Giving or offering an official or staff member a bribe or anything of value
218	Giving money to, or receiving money from, any person for an illegal or prohibited purpose, such as introducing/conveying contraband
219	Destroying, altering, or damaging property (government or another person's) worth more than $100.00
220	Being found guilty of any combination of three or more high moderate or low moderate offenses within 90 days
222	Possessing or introducing an incendiary device, e.g., matches, a lighter, etc.
223	Engaging in any act that could endanger person(s) and/or property.
298	Interfering with a staff member in the performance of duties (conduct must be of highest severity). This change is to be used only when no other charge of highest severity is applicable.
299	Conduct that disrupts or interferes with the security or orderly operation of the facility (conduct must be of highest severity).This charge is to be used only when no other charge of highest severity is applicable.

Sanctions

A. Initiate criminal proceedings
B. Disciplinary transfer (recommend)
C. Disciplinary segregation (up to 30 days)
D. Make monetary restitution, if funds are available
E. Loss of privileges (e.g., commissary, vending machines, movies, recreation, etc.)
F. Change housing
G. Remove from program and/or group activity
H. Loss of job
I. Impound and store detainee's personal property

"HIGH MODERATE" OFFENSE CATEGORY

(ICE ONLY)

Code	Prohibited Acts
300	Indecent exposure
301	Stealing (theft)
302	Misuse of authorized medication
303	Loss, misplacement, or damage of a less restricted tool
304	Lending property or other item of value for profit/increased return
305	Possession of item(s) not authorized for receipt or retention; not issued through regular channels
306	Refusal to clean assigned living area
307	Refuse to obey a staff member/officer's order (may be categorized and charged as a greater or lesser offense, depending on the kind of disobedience: continuing to riot is Code 105—Rioting; continuing to Fight, Code 201—Fighting; refusing to provide a urine sample, Code 215-Refusing to provide a urine sample or otherwise cooperate in a drug test.)
308	Insolence toward a staff member
309	Lying or providing false statement to staff
310	Counterfeiting, forging, or other unauthorized reproduction of money or other official document or item, (e.g., security document, identification card, etc.); may be categorized as greater or lesser offense, depending on the nature and purpose of the reproduction (e.g., counterfeiting release papers to effect escape-Code 102 or 200)
311	Participating in an unauthorized meeting or gathering
312	Being in an unauthorized area
313	Failure to stand count
314	Interfering with count
315	Making, possessing, or using intoxicant(s)
316	Refusing a breathalyzer test or other test of alcohol consumption
317	Gambling
318	Preparing or conducting a gambling pool
319	Possession of gambling paraphernalia
320	Unauthorized contact with public
321	Giving money or another item of value to, or accepting money or another item of value from anyone, including another detainee, without staff authorization
322	Destroying, altering or damaging property (government or another person's worth less than $100
323	Signing, preparing, circulating or soliciting support for prohibited group petitions.
398	Interfering with a staff member in the performance of duties (offense must be of high moderate severity; this charge to be used only when on other charge in this category is applicable
399	Conduct that disrupts or interferes with the security or orderly running (offense must be of high moderate severity). This charge is to be used only when no other charge in this category is applicable.

Sanctions

A. Initiate criminal proceedings
B. Disciplinary Transfer (recommend)
C. Disciplinary segregation (up to 72 hours)
D. Make monetary restitution, if funds are available
E. Loss of privileges (e.g. commissary, vending machines, movies, recreation, etc.)
F. Change housing
G. Remove from program and/or group activity
H. Loss of job
I. Impound and store detainee's personal property
J. Confiscate contraband
K. Restrict to housing pod
L. Reprimand
M. Warning

"LOW MODERATE" OFFENSE CATEGORY

(ICE ONLY)

Code	Prohibited Acts
400	Possession of property belonging to another person
401	Possessing unauthorized clothing
402	Malingering, feigning illness.
403	Smoking of any type is prohibited
404	Using abusive or obscene language
405	Tattooing, body piercing, or self-mutilation
406	Unauthorized use of mail or telephone (with restriction or temporary suspension of the abused privileges often the appropriate sanction)
407	Conduct with a visitor in violation of rules and regulations (with restriction or temporary suspension of visiting privileges often the appropriate sanction)
408	Conducting a business
409	Possession of money or currency, unless specifically authorized
410	Failure to follow safety and sanitation regulations
411	Unauthorized use of equipment or machinery
412	Using equipment or machinery contrary to posted safety standards
413	Being unsanitary or untidy, failing to keep self and living area in accordance with posted standards.
498	Interfering with a staff member in the performance of duties (offense must be of low moderate severity). This charge is to be used only when on other charge in this category is applicable
499	Conduct that disrupts or interferes with the security or orderly running (offense must be of low moderate severity). This charge is to be used only when no other charge in this category is applicable.

Sanctions

A. Loss of privileges, commissary, vending machines, movies, recreation, etc.
B. Change housing
C. Remove from program and/or group activity
D. Loss of job
E. Impound and store detainee's personal property
F. Confiscate contraband
G. Restrict to housing pod
H. Reprimand
I. Warning

NOTICE OF OFFENSES AND PENALTIES (USMS ONLY)

A copy of offenses and penalties will be given, in writing, and explained to each detainee upon admission to the facility during an orientation session. Any changes in the rules will be communicated to the detainee in writing. A copy of these offenses and penalties shall be posted in conspicuous locations throughout the facility.

B. MINOR OFFENSES

1. DISORDERLY CONDUCT: Behavior such as loud talking or yelling, pushing, which creates a disturbance and/or disrupts the orderly running of the facility.
2. FAILURE TO MAINTAIN PERSONAL HYGIENE: Not having a clean body and clothes.
3. POSSESSION OF GAMBLING PARAPHERNALIA: Having in one's control, items for use in operating or acting in any game of chance involving betting or wagering of goods or other valuables.
4. PRESENT IN AN UNAUTHORIZED AREA: Being in an area that is designated through verbal, written or posted orders as "off limits" to a specific detainee or detainees in general.
5. SELF MUTILATION: Inflecting injury on one's self. For example, cutting on one's own body or tattooing.
6. SMOKING IN RESTRICTED AREA OR AT A RESTRICTED TIME: Smoking of any form in an area or at a time designated verbally or through written post orders as a no smoking area.
7. UNEXCUSED ABSENCE FROM PLACE OF ASSIGNMENT: Being away without authorization from an appropriate supervisor, from the place of assignment such as dorm, work area, recreation area, infirmary, etc.
8. UNSANITARY AND DISORDERLY HOUSING CONDITIONS: Not keeping a clean, neat living area. The area should be kept in a manner so that all possessions are stored in an organized manner in areas designated for such. The area should be free from dirt and clutter.
9. USE OF VULGAR, ABUSIVE OR OBSCENE LANGUAGE: Use of words and/or phrases that are vulgar, abusive or obscene.

C. MAJOR OFFENSES

1. ARSON: Starting or causing to be started a fire which could or does cause damage to person(s) or property.
2. ASSAULT: An attack upon the body of another person. This includes rape.
3. ATTEMPT/CONSPIRACY: This is an offense for detainees who do not actually commit the offense but participate in the following ways:
   a. attempts to commit the offense;
   b. solicit another or others to commit the offense;
   c. conspires with another or others to commit the offense;
   d. facilitate the action of another or others in committing the offense.
4. COUNTERFEITING, FORGERY OR UNAUTHORIZED REPRODUCTION: counterfeiting, forging or reproducing without approval, any document, article, identification, money, security or official paper.
5. DEATH OF ANY PERSON: Any act of which the end result is the death of any person including detinees, staff or civilians.
6. DESTRUCTION, ALTERATION OR DAMAGE TO PROPERTY: Destroying, changing or hurting property of CORECIVIC or any other person.
7. DETAINING A PERSON AGAINST HIS WILL: Keeping a person in or removing from an area without the agreement of the person who is being kept or removed. Example: Taking of hostages.
8. ESCAPE: Leaving the grounds of an institution or from the custody of an employee outside the facility without permission or failure to return from a furlough or pass.

9. FAILURE TO FOLLOW VERBAL OR POSTED RULES AND/OR ORDERS: Not following specific rules and/or orders which have been designated for the clean, safe, orderly operation of the facility of which the detainees have been told of in advance through posting or verbally by an employee of the facility or person who has charge of the detainee at the time. This includes failure to follow the facility procedures for taking count.

10. FIGHTING: Engaging in physical conflict with another person.

11. GAMBLING: Operating or acting in any game of chance involving betting or waging of goods or other valuables; or possess gambling paraphernalia.

12. HINDERING AN EMPLOYEE IN THE PERFORMANCE OF HIS DUTIES: Acting in such a way to interrupt an employee during his work time such as causing delays, giving false information.

13. INSURRECTION: Participation or encouraging others to participate in unauthorized activity such as rioting or a work stoppage.

14. POSSESSION OF CONTRABAND: Having in one's control any item which has not been approved by the facility including weapons or any item which has been altered for use as a weapon, intoxicants, drug paraphernalia

15. POSSESSION OF STOLEN PROPERTY: Having in one's control any item which has been stolen from any other person.

16. REFUSAL TO SUBMIT TO A DRUG OR INTOXICANT TEST: Not giving a urine sample for use in testing for drug usage or refusing to submit to a breathalyzer.

17. REFUSAL TO SUBMIT TO A SEARCH: To refuse to allow a search of your body, belongings or living area when requested by a facility employee.

18. REFUSAL TO WORK: When a person refuses to perform an assigned job.

19. REPEATED VIOLATION OF MINOR RULES: Obtaining three or more minor rule violations within a 30 day period, said 30 day period starting from the date the first minor rule violation occurs and ending on the 30th day after that date.

20. SEXUAL MISCONDUCT: This includes, but is not limited to, the following acts:

a. Taking part in sex act(s) where all parties agree to take part.

b. Exposing the genitals or buttocks to an employee or visitor.

c. Masturbation where an employee, visitor or other detainee can see the act.

21. THEFT: Unauthorized taking of something that belongs to someone else.

22. THREATENING ANOTHER WITH HARM: Telling someone, through actions or words, that harm will come to him.

23. UNAUTHORIZED RECEIPT OF ANY ITEM OF VALUE: Receiving an item which has any value through false pretenses, threats or stealing.

24. UNAUTHORIZED SALE, TRANSFER OR RECEIPT OF PROPERTY: Any unauthorized sale or giving to another person or receipt from another person any belongings or property.

25. UNAUTHORIZED USE OF DRUGS OR INTOXICANTS: Use of any drug or intoxicants which has not been prescribed or approved for the detainee to use.

26. UNAUTHORIZED USE OF MAIL OR TELEPHONE: Using the mail or telephone to commit fraud, theft or against posted times and uses.

27. VIOLATION OF ANY FEDERAL, STATE OR LOCAL LAW: Any act, though not specifically listed in this policy that would be either a felony or misdemeanor under federal laws or under the state laws in which the detainee is housed will constitute a major or minor violation.

28. SECURITY THREAT GROUP (STG) ACTIVITY – Inmates/detainees shall not knowingly promote, further or assist any STG. These actions include, but are not limited to:

   a. The creation, distribution or possession of security threat group paraphernalia;
   b. Any act of vandalism that specifically includes STG specific phrases, signs or symbols;

c. Any act of recruiting or participating in the initiation process of prospective STG members; and

d. Participation in any event that can be determined to be STG related, including but not limited to fights, assaults, work stoppages, group calisthenics, etc. This charge will also be utilized as an enhancement if a validated STG member, as outlined in CoreCivic Policy 9-12 Security Threat Group Management, commits any of the above listed offenses.

D. PENALTIES

USMS: IN ACCORDANCE WITH FPBDS, DISCIPLINARY SENTENCES FOR OFFENSES RESULTING FROM THE SAME INCIDENT ARE SERVED CONCURRENTLY. *(Restrictive Housing Report)* FPBDS C.8.20

1. MINOR OFFENSES

The Disciplinary Board or Hearing Officer may impose up to two (2) of the below listed penalties after a determination of guilt on a minor offense:

a. Reprimand, written or verbal;

b. [redacted]

c. Loss of one of the following privileges for a maximum of 30 days

- Canteen
- Special activities
- work program (where applicable)

d. Extra duty up to four (4) hours

2. MAJOR OFFENSES

The Disciplinary Officer or Board may impose up to two (2) of the following penalties for a major offense:

a. Any penalty which may be imposed for a minor offense;

b. Extra duty up to eight (8) hours

c. Restitution

d. [redacted]

e. Loss of accumulated good conduct time, where applicable;

f. 1-30 days Disciplinary Segregation per offense, a maximum of 60 days for all offenses arising from one incident. Confinement past 30 days requires review and approval of the Facility Administrator; (INS - May be confined in Disciplinary Segregation of period up to 72 hours only).

g. Parole rescission or retardation, where applicable.

USMS: IN ACCORDANCE WITH FPBDS, DISCIPLINARY SEGREGATION, A PENALTY FOR COMMITTING A PROHIBITED ACT IS RESERVED FOR OFFENSES INVOLVING VIOLENCE, ESCAPE, OR POSING A THREAT TO INSTITUTIONAL SAFETY BY ENCOURAGING OTHERS TO ENGAGE IN SUCH CONDUCT. *(DOJ – Restrictive Housing Report)* FPBDS C.8.2